

PENTAGON RENOVATION PROGRAM

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# TENANT GUIDELINES

Wedge 1

August 11, 2000 Edition

**DMJM-3D/I**



**OFFICE OF THE SECRETARY OF DEFENSE**  
**PENTAGON RENOVATION PROGRAM**  
**100 BOUNDARY CHANNEL DRIVE**  
**ARLINGTON VA 22202-3712**  
**7 SEP 2000**

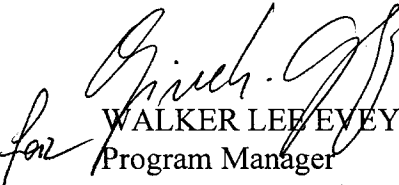
**MEMORANDUM FOR DIRECTOR, ADMINISTRATIVE & MANAGEMENT:**  
**ADMINISTRATIVE ASSISTANT TO THE**  
**SECRETARY OF THE ARMY**  
**DIRECTOR FOR ADMINISTRATION TO THE**  
**SECRETARY OF THE NAVY**  
**ADMINISTRATIVE ASSISTANT TO THE**  
**SECRETARY OF THE AIR FORCE**  
**VICE DIRECTOR, JOINT STAFF**  
**DIRECTOR FOR REAL ESTATE AND FACILITIES**  
**WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: PENREN PROGRAM EXECUTIVE TOPIC COORDINATION**

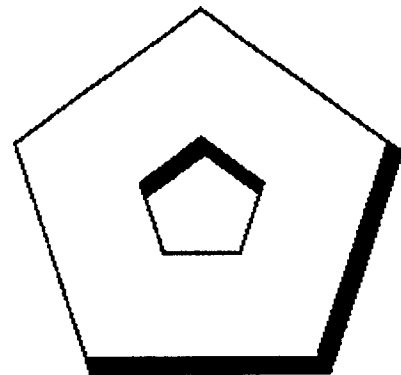
Thank you for your participation in the development of the August 11, 2000 edition of the *Tenant Guidelines*. This collaborative effort documents the respective roles and responsibilities of the Tenant Agencies and the Program Office during the various phases of the renovation.

The Wedge 2-5 version of *Tenant Guidelines* will be promulgated in the near future. This version will document many of the innovative provisions of the Wedge 2-5 Design-Build contract.

If you have any questions on this matter, please contact me at 693-8954 or members of your staff may contact Robert Belcher at 693-7655.

*for*   
WALKER LEE EVEY  
Program Manager  
Pentagon Renovation

Attachment: Tenant Guidelines, August 11, 2000



PENTAGON RENOVATION PROGRAM

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## TABLE OF CONTENTS

### 1. INTRODUCTION

- 1.1 Objectives
- 1.2. Process Overview – Wedge 1
- 1.3 Area Definitions
- 1.4 Commonly Used Acronyms & Abbreviations
- 1.5 Tenant Responsibilities
- 1.6 Tenant Agency Representation
- 1.7 Reimbursable Work Authorization Procedures
- 1.8 Furniture MIPR Process

### 2. RENOVATED PENTAGON – WEDGE 1

#### Space Allocation

- 2.1 Space Requirements Data
- 2.2 Space Allocation Standards

#### Tenant Fit Out

- 2.3 Space Planning & Design Intent Schedule
- 2.4 Executive Suites Design
- 2.5 Standard Office Design
- 2.6 Furniture & Signage Standards
- 2.7 Finish Standards
- 2.8 Plan Review
- 2.9 IM&T, Electrical & Mechanical Requirements
- 2.10 Open Storage/SCIFs Security
- 2.11 Construction Documents
- 2.12 Furniture Specifications & Ordering
- 2.13 Changes During Construction
- 2.14 Punch List

#### Relocation and Moves

- 2.15 Personnel Moves & Surplus Removal
- 2.16 Public Displays, Artwork, & Artifacts

#### Post Occupancy

- 2.17 Vacate/Turnover Procedures
- 2.18 Post Move Revisions

### 5. REFERENCE MATERIALS

- 5.1 Pentagon Renovation Standard Forms
- 5.2 References

## OBJECTIVES

1.1

This manual for Tenant Guidelines was developed to assist tenant agencies in understanding their roles and responsibilities, as well as the role of the Pentagon Renovation Office (PRO) and the General Contractor in Pentagon Renovation related planning efforts and moves.

The primary objective is to create standards to be used as a guideline during the Pentagon Renovation and its related activities. In addition, these standards assist in defining costs that the tenant agencies might expect to fund as part of the renovation. Finally, these standards will become Washington Headquarters Services, Real Estate & Facilities Directorate standards and continue to be used in swing space and the renovated Pentagon.

These standards will assist the tenant in planning and meeting deadlines in a timely and cost efficient manner. It is important to note that standards may vary from location to location, and what will work in one location, may not necessarily work for another; hence; the need for these standards to be divided into four separate sections:

- Section 2       Renovated Pentagon – Wedge 1
- Section 2.A     Renovated Pentagon – Wedges 2-5 Design Build
- Section 3       Internal Swing Space
- Section 4       External Swing Space

## PROCESS OVERVIEW

1.2

The following is an introduction to the process for tenants and PRO to complete the necessary tasks required during the Pentagon renovation:

### **SPACE ALLOCATION PHASE:**

- Tenant agency and PRO negotiate tenant's space allocation in the renovated Pentagon.
- Tenant agency determines with the design A/E, how they will allocate spaces within their allocation (block & stack planning) and advise PRO.
- Tenant agency advises PRO of any specific macro level requirements that will impact core & shell design (mechanical, electrical, security, etc.).
- Tenant agency gathers their user requirement information (DD Forms 1450, 1450-1 (space requirements data). Tenants are provided PURDI database to assist in completing this requirement.
- PRO coordinates with DOD leadership renovation-wide design decisions (i.e. E-ring, A-ring, apex & radial corridor, and ceremonial entrances).
- PRO defines overall program schedule as a guide to the tenant agencies for their decision making process.

### **TENANT FIT OUT PHASE:**

- Using Pentagon design guidelines, tenant agencies provide PRO with design intent packages (with design services provided by PRO). Included in the design intent package:
  - ✓ Architectural partition layout
  - ✓ Finishes
  - ✓ Complete furniture layout, including identification of all tenant provided equipment and furniture
  - ✓ Identification of atypical buildings systems (special lighting, isolated circuits, etc.)
- PRO coordinates with tenant agency any required revisions that arise due to IM&T, DPS, and DIA reviews of their design intent package.
- PRO coordinates procurement of program provided furniture (systems & free standing).
- PRO coordinates with tenant agency any required revisions due to changes that occur during the construction document phase (65% and 100% submissions) and construction phase.
- Each tenant agency shall fund it's elected upgrade options in it's interior spaces and related executive corridors. If enhancements to any basic building system such as mechanical, electrical, plumbing, life safety, conveying or others are required due to inclusion of any upgrade finish option, the agency will, also, bear the cost (delta) of such upgrades to all effected systems related to it's particular upgrade option.

## AREA DEFINITIONS

1.3

We define the area definitions from the macro area of Gross Building Area down to the Net Assignable Area.

### **GROSS BUILDING AREA:**

Gross Building Area is the sum of Gross Assignable Areas, Building Support, and Building Circulation.

### **BUILDING CIRCULATION:**

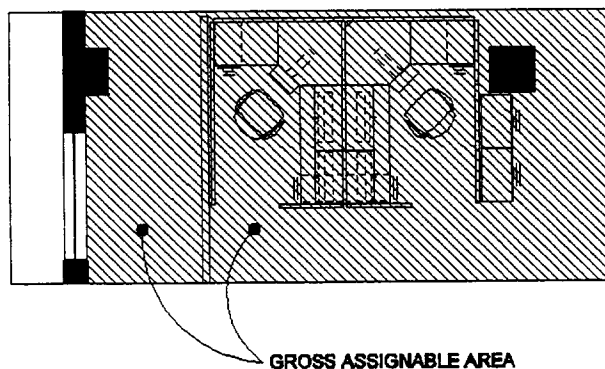
Building Circulation includes all public corridors, elevators, escalators, and other areas devoted to the movement of people between Occupiable Areas within the building. In the Pentagon, Building Circulation consists of radial corridors that extend from the interior apex of each wedge to the E-Ring corridor, the E-ring corridor (which runs down the center of the exterior building ring), and the A-Ring corridor which runs adjacent to the exterior wall of the innermost ring bordering the center courtyard. Also included in Building Circulation are the public corridors not assigned to a tenant agency in the Basement and Mezzanine.

### **BUILDING SUPPORT:**

Building Support is space that cannot be assigned for use by a specific tenant, i.e., toilets, electrical closets, shafts, and mechanical rooms.

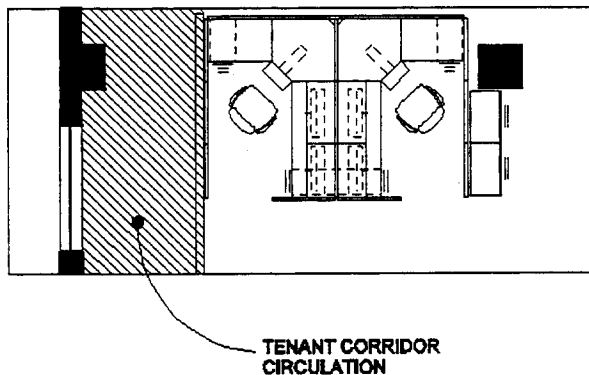
### **GROSS ASSIGNABLE AREA:**

Gross Assignable Area is the area assigned as tenant space. This is the sum of Occupiable Area and Tenant Corridor Circulation. Gross Assignable area includes the full width of B, C, and D rings.



### **TENANT CORRIDOR CIRCULATION:**

This component of tenant space in the Pentagon is generally referred to as internal circulation. B, C, and D-ring corridors can be created within the tenant's Gross Assignable Area at the tenant's discretion to run through the ring connecting to the radial public corridors.



### **UTILIZATION RATE:**

Utilization Rate (UR) describes the density of people in relation to the amount of occupiable space. It is calculated by dividing a given area by the number of occupants.

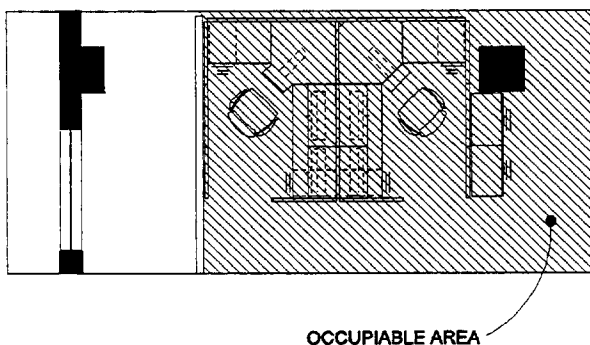
*Example:* 13,500 OSF area occupied by a 100 person staff

$$\begin{array}{r} 13,500 \text{ OSF} \\ \div \text{ (divided by)} \\ 100 \text{ persons} \\ = \text{ (equals )} \\ \hline 135 \text{ OSF/person} \end{array}$$

### **OCCUPIABLE AREA:**

Measured in occupiable square feet (OSF), Occupiable Area includes the total space assigned to tenant organizations for occupancy. Occupiable area is measured from the inside face of exterior walls to inside face of public corridor walls to centerline of demising partitions (partitions between different tenant areas). It is comprised of:

- Net Assignable Area
- Tenant Internal Circulation and structure (includes any B, C, and D ring Corridors requested by the tenant)





The Occupiable Area is divided into three categories: Office Space, Special Purpose Space, and Industrial/Storage Space.

### Office Space

Space which provides an environment for an office operation including, but is not limited to, lighting, heating, ventilation, air conditioning, accessibility, circulation, floor covering, and sound control. The space may consist of large open area(s) or may be partitioned into private and/or semi-private offices and rooms. Examples of office space include conventional offices, conference rooms, classrooms, credit unions, and supply rooms (when in office space). For the purpose of detailing space requirements on DoD Forms 1450, 1450-1 (Enclosures 1 and 2), office space is subdivided into: Private Office Spaces, Open Office Spaces, Unit Equipment, and Administrative Support Space, defined as follows:

- **Private Office Space:** A private space (also referred to as a private workstation) demised using floor-to-ceiling partitioning, occupied by one principal or, in some instances, by a principal and secretarial support person.
- **Open Office Space:** A semi-private space, demised using movable partitioning and/or systems-type furniture panels, occupied by one person (also referred to as open workstations). Additionally, the space can be occupied by one principal or, in some instances, by a principal and one secretarial support person.
- **Workstation:** That portion of office space allocated to an individual in order to accommodate the furniture and equipment necessary for the individual's work. A workstation can be private, semi-private, or open.
- **Open Office Area:** Open office space occupied by two or more persons (other than a principal and a secretarial support person) including all necessary furnishings and equipment.
- **Unit Equipment:** Those items of furniture and equipment housed in open office area space, which are not assigned to any one workstation (e.g., bookcases, office machines, safes, files, tables, etc.), and are not used exclusively by any one person.
- **Administrative Support Space:** Space that is not classified as private or open office space (e.g., conference rooms, mail rooms, training rooms, file rooms, reception areas, copy rooms, supply rooms, libraries, etc.)

### Special Purpose Space

Space constructed for the special purposes not generally suitable for use by other Agencies (e.g., laboratories, manufacturing plants, hospitals, quarters, barracks, mess halls, service clubs, post exchanges, and similar facilities).

### Special Space

Space which, by reason of installed fixed facilities or utilities, is adapted for special use. Space types include: laboratories, dark rooms, electronic data processing rooms (e.g., computer rooms, with special air conditioning, industrial type operations with installed equipment, etc.).

## Storage Space

Space suitable for storage of supplies, equipment, records, material, etc., and which does not provide an environment suitable for an office operation. This type of space would include, but not be limited to: vaults, closets, unconverted attic and basement areas, as well as space built for warehousing and records storage.

## EFFICIENCY RATIO (Circulation Factor):

The Efficiency Ratio (Circulation Factor) is defined as the ratio of Net Assignable Area to Internal Circulation, each expressed as a percentage of the Occupiable Area.

In the programming phase of a project, it is used to calculate occupiable area requirements using the net area requirements as a base.

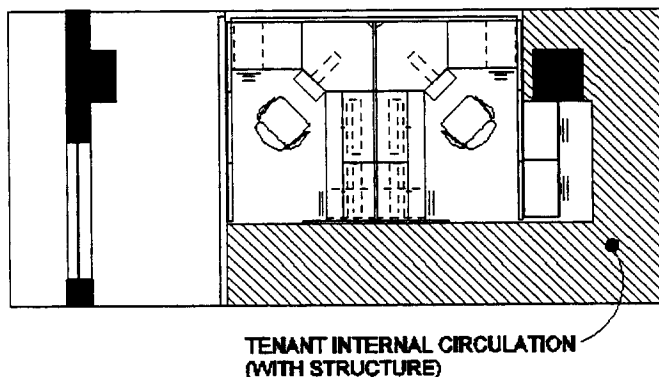
The simplest method of computing Occupiable Area is to divide the Net Assignable Area by the appropriate percentage of the Net Assignable Area.

*Example:*      **70/30% Efficiency Ratio (Circulation Factor)**  
                    **70% Net Assignable Area**  
                    **30% Internal Circulation**

**20,000 NSF**  
÷ (divided by)  
**0.70**  
= (equals)  
**28,570 OSF**

## TENANT INTERNAL CIRCULATION:

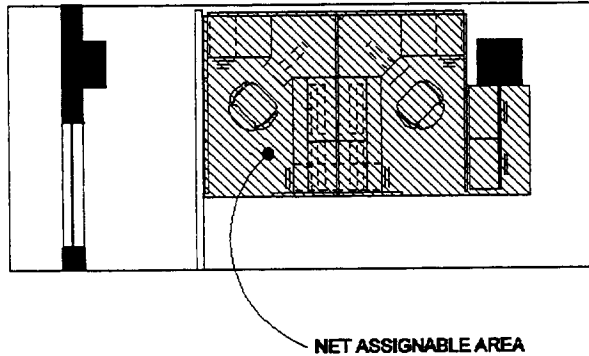
Tenant Internal Circulation consists of all other spaces in the Occupiable Area. This includes internal aisles and structural elements, i.e. columns.



**NET ASSIGNABLE AREA:**

Measured in net square feet (NSF).

The Net Assignable Area is measured from inside face of exterior walls, from outside face to outside face of systems furniture partitions, from centerline to centerline of interior wall, and from inside face of tenant corridor wall.



## COMMONLY USED ACRONYMS & ABBREVIATIONS

1.4

Agencies involved in the renovation process:

<u>ACRONYM</u>	<u>AGENCY NAME</u>
CENAB-RE	Corps of Engineers North Atlantic Branch - Real Estate
CoE	Corps of Engineers
DoD	Department of Defense
DPS	Defense Protective Service
DSS-W	Defense Supply Services-Washington
FFD	Federal Facilities Division
IM&T	Information, Management & Telecommunications
PRO	Pentagon Renovation Office
RE&F	Real Estate & Facilities Directorate
RMO	Resource Management Office
SPAD	Space Policy & Acquisition Division
WHS	Washington Headquarters Services

Other commonly used abbreviations/acronyms are:

<u>ABBREVIATION</u>	<u>MEANING</u>
A/E	Architect/Engineer
C&A	Certification and Accreditation
CAP	Connection Approval Process
CD	Construction Documents
D-B Kr	Design Build Contractor
DID	Design Intent Drawings
MIPR	Military Inter-Departmental Purchase Request
NSF	Net Square Feet
OSF	Occupiable Square Feet
PRMRF	Pentagon Reservation Maintenance Revolving Fund
PURDI	Pentagon User Requirements Database
RPT	Relocation Planning Team
RPW	Reimbursable Project Worksheet
RMO	Resource Management Office
SCIF	Sensitive Compartmented Information Facility
SFO	Solicitation for Offers
SSO	Special Security Officer
TC	Telephone Closet
TSCO	Telecommunication Services Control Officer
TSR	Tenant Service Representative

## TENANT RESPONSIBILITIES

1.5

It is the agency's responsibility to select a point of contact(s) (called tenant agency representative) to act as liaison between the agency and PRO. The tenant agency representative is responsible for gathering all required tenant agency data necessary to plan the space in the renovated Pentagon. The tenant agency representative will need to acknowledge and respect all target dates shown on the integrated project schedule.

Following is a list of other *tenant responsibilities*:

### SPACE ALLOCATION PHASE:

- Collect all user requirements documents
- Establish Blocking and Stacking scenarios
- Coordinate all non-standard electrical, mechanical, and any other special and/or support/equipment requirements with PRO
- Define final Blocking and Stacking Plans
- Establish the agency master plan for all sitting tenants, define lay-down for each phase of the renovation

### TENANT FIT OUT PHASE:

- Review and approve information and space plans (DID's) as submitted by D-B Kr in coordination with PRO
- Approve and sign off on any "tenant cost" items as negotiated with PRO

### RELOCATION PLANNING AND MOVE PHASE:

- Coordinate with the Relocation Planning Team for all move issues
- Coordinate with DSS-W for identification of surplus furniture for disposal
- Coordinate any off-site storage required by the tenant agency
- Certification and Accreditation (C&A) of tenant systems through the SSO (a review of all systems must be performed when the system is moved)
- Preparing their systems for connection to the agency backbone
- Conform to the designated Connection Approval Process (CAP)

## TENANT AGENCY REPRESENTATION

1.6

Tenant agencies (noted with their representative) involved in the renovation are listed below:

**Note:** All tenant requests, requirements and sign-offs must be approved by the Tenant Agency Representative.

Agency	Tenant Agency Representative	Agency	Tenant Agency Representative
<i>Air Force</i>	Mr. Bob Andreae Room 5E152 The Pentagon 703-695-2019 fax 703-697-5405 robert.andreae@pentagon.af.mil	<i>Navy</i>	Mr. Bob Ferris (SECNAV) Room 5B731 The Pentagon 703-614-4290 ferris-robert@hq.secnave.navy.mil
<i>Army</i>	Mr. Wes Blaine Room 1A123 The Pentagon 703-695-7555 blainerw@hqda.army.mil	<i>Navy</i>	TBD (OPNAV)
<i>DIA</i>	Mr. Steve Allen 6000 Bolling Air Force Base 202-231-2415 fax 202-231-8231	<i>Navy</i>	Mr. Walt Cone (Marines) Room 1024 The Navy Annex 703-614-1837 ConeWA@hqmc.usmc.mil
<i>DISA</i>	TBD	<i>OSD</i>	TBD
<i>Joint Staff</i>	LCDR Ed Sewester Room 2C967 The Pentagon 703-614-7776 fax 703-693-6298 edward.sewester@js.pentagon.mil		

## REIMBURSABLE WORK AUTHORIZATION PROCEDURES

### Renovated Pentagon

1.7

The following synopsis reflects clarifications for Pentagon Renovation Office, tenant services and does not change procedures as specified in DoD Instruction 5030.60, Reimbursable Work Authorization Procedures for Washington Headquarters Services Operated Facilities.

- The tenant agency representative shall complete DD Form 2647, "Reimbursable Project Worksheet" (RPW) to request reimbursable services in the Pentagon or authorized swing space areas. The original form with its attachments, such as continuation sheets and drawings shall be provided to the cognizant Geographic IPT leader at the Pentagon Renovation Office. Section I to be completed by requesting tenant agency representative. Geographic IPT Leader provides a copy to the Pentagon Renovation Financial Management Group for data entry and issuance of document number.
- Section II will be completed by Geographic IPT team; item 22, cost estimate, should be prepared within 48 hours, depending on the complexity of the project work. For complex projects, agency shall provide a minimum \$5,000 to initiate study. Geographic IPT Group Leader shall review and sign out the estimate, with copy to the Pentagon Renovation Financial Manager.
- PRO will return the Original RPW to the requesting tenant agency representative for acceptance or rejection of work estimate. Tenant agency representative completes Section III and prepares a DD Form 448 Military Inter-Departmental Purchase Request (MIPR). Original RPW and MIPR is forwarded to the Pentagon Renovation Office within 60 calendar days from the receipt of the work estimate at the following address:

Pentagon Renovation Office  
Attn: Financial Manager (Telephone: 703-693-8954)  
100 Boundary Channel Drive  
Arlington, Virginia 22202-3712

- The Pentagon Renovation Office sends MIPR, recommendation for acceptance, and copy of RPW and backup to WHS Resource Management Office and provides direction for further processing/issuance of funds to performing activity.
- Upon receipt of executed RPW and agency MIPR, the OSD WHS Resource Management Office completes a DD Form 448-2, "Acceptance of Military Interdepartmental Purchase Request". RMO provides copies of completed MIPR, original Acceptance of MIPR and copy of RPW are provided to the requesting agency. The Pentagon Renovation Office receives a copy of the MIPR acceptance and further documents issuing funds as appropriate.
- Geographic IPT team shall keep the requesting tenant agency representative apprised of the project's progress.

## **Furniture MIPR Process**

### **Renovated Pentagon**

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**1.8**

The following synopsis represents the procedures, recommended by the Pentagon Renovation Office's Furniture, Fixture's and Equipment (FF&E) Team, to be followed by tenant agencies when requesting above standard FF&E products and services for their respective spaces in the renovated Pentagon.

- Tenant agency representative shall contact the GSA National Furniture Center P.O.C. as soon as needed for product or the services of one of the PRO "approved" manufacturers has been identified.
- The requesting tenant agency shall work with the vendor to obtain a preliminary budget estimate (or proposal) for the overall project. If the tenant agency decides to move forward with the project, a Military Interdepartmental Purchase Request (MIPR) based on costs identified in the proposal and a written request for GSA issuance of a NTP to the vendor must be sent to the GSA National Furniture Center.
- Upon GSA NFC's receipt of the MIPR (DD Form 448) from the agency, they will proceed to process the formal acceptance. If funds are accepted, a copy of Form DD448-2 will be sent to the agency POC identified in block 8 and a NTP and/or a Purchase Order to the vendor will be prepared and issued. If the funds are not accepted by GSA NFC, the MIPR will be returned as "not accepted".
- The GSA National Furniture center representative can be reached at (703)305-5000 or at the following address:  
  
GSA National Furniture Center  
1941 Jefferson Davis Highway  
Arlington, VA 22202
- The GSA NFC representative identified to procure products and services on behalf of a requesting agency will also be responsible for tracking the availability of funds on the associated MIPR.

It should be noted that all above standard FF&E purchase requests from an agency shall be coordinated and managed as a project requirement which is completely independent of the Pentagon Renovation Program. All independent design, product, delivery and installation requirements must not interfere with the Pentagon renovation activities which are identified in the integrated schedule and shall not be a reason to delay TMI's.



## SPACE REQUIREMENTS DATA

### Renovated Pentagon Wedge 1

## 2.1

The renovated Pentagon will require a more detailed plan than swing space. If required, a meeting of the team comprised of PRO, the tenant agency representative, CoE, and the design consultants will be scheduled to introduce the proposed tenants to the first stages of the transition into the renovated Pentagon. The proposed tenant will be briefed on what information is needed, how the information will be used, and the schedule of events that will be required in order for the team to meet the program deadlines. At this first meeting, the tenant agency representative will need to provide the most recent DD Forms 1450, 1450-1 (space requirements data) to PRO. It is the responsibility of the tenant agency representative to verify and approve all space requirements data as submitted to PRO. The tenant agency representative also will need to select a point of contact for each of its divisions, and submit this information to PRO, with an organizational chart of the groups to be moved. This organizational chart is essential to understand the tenant agency's functional groups.

To assist the tenant agency representative in preparing and maintaining the DD Forms 1450, 1450-1 (space requirements data), PRO has provided the Pentagon User Requirements Database (PURDI) software, described below.

#### **PURDI DATABASE:**

PURDI is a user database planning tool designed to collect and maintain tenant requirements. It is the responsibility of the tenant agency representative to validate a proposed tenants space requirements. Requirements are broken into space, personnel, furniture and equipment, and special requirements. The database and its associated applications – **Survey**, **Survey Manager**, and **FM: Space** – can be used to collect requirements information in a consistent format across all defense component for their use in the management of their own space.

The PURDI Database applications allow users to collect, update, and evaluate information on their space requirements electronically from a standard IBM-compatible personal computer running the Microsoft Windows operating system. The information contained within the user database belongs to the individual defense component using the application. The information can be easily distributed electronically to design groups associated with Pentagon renovation projects including, but not limited to, submittals required by PRO to include the DD Forms 1450, 1450-1 (space requirements data). The distributed information can be edited by the individual defense component using the database application to remove any sensitive information prior to distribution.

The user database system is designed to support the needs of three distinct user groups. The first group is represented by the tenant agency: individual section, branch, division, directorate, or other organizational assemblage within a major defense component, termed *Defense Component Group*. The second group is represented by the total defense component and is usually identified by the *Defense Component Space Manager*. The third group includes the Pentagon Renovation Office (PRO).

The DD Forms 1450, 1450-1 (space requirements data) are organized in three categories:

- Personnel space
- Support/special space
- Equipment space

To further assist the tenant agency in gathering their DD Forms 1450, 1450-1 (space requirements data), PRO will make available to the tenant agency representative, the contract vehicle and consultants who are trained in data gathering and using the PURDI database.

All DD Forms 1450, 1450-1 (space requirements data) submitted to PRO must be approved by the tenant agency representative.

**PRO COSTS:**

- PURDI software
- PURDI database training
- PURDI technical support
- Contract vehicle to provide consultants to assist the tenant agency in DD Forms 1450, 1450-1 (space requirement data) collection

**TENANT AGENCY COSTS:**

- Completing DD Forms 1450, 1450-1 (space requirements data)
- Providing organizational chart(s) and points of contact

## SPACE ALLOCATION STANDARDS

### Renovated Pentagon Wedge 1

2.2

Agency Space Allocations are made by PRO. Space assignments within each perspective tenant agency is the responsibility of the tenant agency representative. Space allocations in the renovated Pentagon are made based on square footage a tenant agency has in the pre-renovated Pentagon. Square footage as occupied in swing space is not a factor in determining tenant space allocations. Personnel space standards are derived from DoD Instruction No: 5305.5, and "Space Allocation and Office Finish Standards" for the Pentagon Renovation Program as noted below:

#### DoD Instruction No. 5305.5

<i>Grade or Rank</i>	<i>Workstation or Office</i>
<ul style="list-style-type: none"> <li>DoD Instruction No. 5305.5 has no personnel rank in this category. The Pentagon Renovation has left this workstation size available for use at the tenants agency representative's discretion.</li> </ul>	O-3 (Ax) workstation
<ul style="list-style-type: none"> <li>Branch Heads in Grade GS-12, Major and below or comparable;</li> <li>Professional or administrative personnel in Grade GS/GM-13;</li> <li>Lt. Colonel; Unit Supervisors in Grade GS-9, E8, WO-01, or above who supervise six or more employees;</li> <li>Professional and administrative personnel in Grade GS-7,E8, Wo-01, or above;</li> <li>Unit Supervisors in Grade GS-8, E7, or below, who supervise more than six or more employees;</li> <li>Clerical, stenographic, and all other personnel;</li> <li>Contractor support personnel</li> </ul>	O-2 (Bx) workstation
<ul style="list-style-type: none"> <li>Division Heads in Grade GS/GM-13 or Lt. Colonel or comparable;</li> <li>Branch Heads in Grades GS/GM-15/14/13, Colonel, Lt. Colonel or comparable;</li> <li>Professional or administrative personnel in Grades GS/GM-15/14 or Colonel</li> </ul>	O-1 (Cx) workstation
<ul style="list-style-type: none"> <li>Branch Heads in Grade GS-12, Major, or comparable requiring private offices;</li> <li>Professional, administrative personnel in Grade GS/GM-13, Lt. Colonel, or comparable requiring private offices.</li> </ul>	P-6 (Ex) workstation
<ul style="list-style-type: none"> <li>Division Heads in Grade GS/GM-13, Lt. Colonel, or comparable requiring private offices<sup>1</sup></li> <li>Branch Heads, Deputies to positions in P-4 category, in Grades GS/GM-15/14/13, Colonel, Lt. Colonel, or comparable reporting to positions in P-4 category and requiring private offices;</li> <li>Professional or administrative personnel in Grades GS/GM-15/14 or Colonel requiring private offices</li> </ul>	P-5 (E) office

<sup>1</sup> Personnel with a GS grade of 7 to 13 or military rank of E 8 to Lieutenant Colonel who require a private office formerly received a P-6 office, under DoD Instruction No. 5305.5. Because there is no enclosed office that equates to the P-6 in size in the renovated Pentagon (only the O-0/Ex workstation), these people are allocated the smallest office, an O-5(E) office.

## DoD Instruction No. 5305.5 (continued)

<i>Grade or Rank</i>	<i>Workstation or Office</i>
<ul style="list-style-type: none"> <li>• Division Heads in Grades GS/GM-15/14, Colonel, or comparable requiring private offices</li> <li>• Branch Heads in Grades GS/GM-15/14, Colonel, or comparable reporting to positions in P-3 category and require private offices;</li> <li>• Deputies to positions in P-3 category requiring private offices</li> </ul>	P-4 (F) office
<ul style="list-style-type: none"> <li>• Senior Executive Service SES positions not previously listed;</li> <li>• Brigadier General positions and above, or comparable positions</li> <li>• Deputies to positions in P-2 category</li> </ul>	P-3 (G) office
<p>The following positions</p> <ul style="list-style-type: none"> <li>(a) Special Assistant to the Secretary and Deputy Secretary of Defense</li> <li>(b) Assistant to the Secretary of Defense</li> <li>(c) Deputy Directors, Defense Research and Engineering, and Deputy General Counsel</li> <li>(d) General Counsels of Military Departments, and Assistants to the Secretaries of Military Departments</li> <li>(e) Deputy Assistant Secretaries of Defense</li> <li>(f) Deputy Under Secretaries of Military Departments</li> <li>(g) Joint Staff Directors</li> <li>(h) Deputy and Assistant Chiefs of Military Services</li> <li>(i) Heads of Directorates, Agencies, Commands, Bureaus, and Offices reporting directly to positions in P-1 category; and Executive Assistants, (SES-level, or equivalent)</li> </ul>	P-2 (H) office

## DoD Instruction No. 5305.5 (continued)

<i>Grade or Rank</i>	<i>Workstation or Office</i>
The following positions	custom office,- P-1
1) Secretaries of the Military Departments	
2) Chairman of the Joint Chiefs of Staff	
3) Vice Chairman of the Joint Chiefs of Staff	
4) Chiefs of Staff	
5) Undersecretary of Defense	
6) Director of the Joint Staff	
7) Commandant of the Marine Corps	
8) Director of Defense Research and Engineering	
9) Assistant Secretaries of Defense and General Counsel	
10) Principal Deputy Director Defense Research and Engineering	
11) Under Secretaries of Military Departments	
12) Vice Chiefs of Military Services	
13) Assistant Secretaries of Military Departments	
14) Assistant Commandant of the Marine Corps	
15) Directors of Defense Agencies	
16) Chief Financial Officer	
17) Principal Deputy Under Secretaries of Defense	
18) Inspector General of the Department of Defense	
19) Director of Operational Test and Evaluation	

## Pentagon Renovation Offices/Workstations Standards

<b>Offices/Workstations</b>					
<i>Type</i>		<i>Office or Workstation</i>	<i>Net Area (NSF)</i>	<i>Occupiable Area (OSF)</i>	<i>Instruction DoD 5305.5 (NSF)</i>
O-3	Ax	open workstation	46	66	N/A
O-2	Bx	open workstation	59	84	60
O-1	Cx	open workstation	77	110	90
O-0/P-6	Ex	open workstation *	113	161	100
P-5	E	private office	128	183	150
P-4	F	private office	175	250	200
P-3	G	private office	300	429	300
P-2	H	private office	400	571	400
P-1	Custom	private office	600	857	600

\* The proposed Ex type is an open workstation, rather than a private office, like the P-6 it replaces.

The DoDI 5305.5 prescribes the general requirements and guidelines for all DoD Components in the assignment and utilization of DoD-occupied space. For the Pentagon building, in space renovated and reconstructed under the Pentagon Renovation Program, space allocations are set under the Pentagon User's Representative Data (PURDI) operating guidelines and standards.

## **PERSONNEL SPACE:**

- **Workstations and Private Offices:** Workstations and private offices are assigned based on rank or GS/GM grade in conjunction with position title. Offices will be assigned depending on rank, grade, or position title. See standard space layouts in section 2.6, "Furniture Standards"

## **SUPPORT/SPECIAL SPACE:**

- **Conference Rooms:** Conference rooms will be provided based on department mission or need. In some cases, agencies may have access to shared conference rooms, which may require reservations.
- **Reception Areas:** Reception areas will be provided based on availability of space and department needs as approved by tenant agency representative.
- **Training Rooms:** Training rooms will be provided if mission driven as approved by tenant agency representative.
- **Kitchenettes:** Kitchenettes are provided and funded by PRO. Kitchenettes are provided for P-1 offices. Kitchenettes are part of the tenant's space allocation. Choosing to provide kitchenettes is at the discretion of the tenant agency representative. Standard kitchenettes include sink, disposal, base cabinets and overhead cabinets. Electrical outlets for tenant-provided refrigerator, microwave, and coffee maker are included. The cost of maintenance shall be the responsibility of the tenant agency.
- **Breakrooms:** Breakrooms are provided only to areas with twenty-four hour shift rotations, and with specific PRO and tenant agency representative approval. Seating will be provided as approved by tenant agency representative. No plumbing will be permitted in Breakrooms.
- **Team Spaces:** Team spaces are determined on department needs, availability of space and require approval by tenant agency representative.
- **Unit Equipment:** Unit equipment is provided based on department requirements. Examples of furniture to be provided as unit equipment include lateral file cabinets, bookcases, etc... Space guidelines for unit equipment follows in this section.
- **Private Toilets/Wet Bars:** In P-1 (custom) offices, private toilets/wet bars will be provided at PRO cost in *permanently assigned locations only*.

The following guidelines for support spaces are based on industry standard dimensions for typical office support. Some are graphically illustrated in this section.

<b>Space Description</b>	<b>Unit Area (NSF)</b>
CADD Workstation	68
Coffee Bar	40
Mail Distribution area (Lg.)	56
Mail Distribution area (Md.)	28
Mail Distribution area (Sm.)	9
Reception/Waiting area: 2 seats	40
Reception/Waiting area: 4 seats	80
Reception/Waiting area: 6 seats	120
Shared Workstation	46
Team Space: 4 seats	125
Conference room (8)	192
Conference room (12)	260

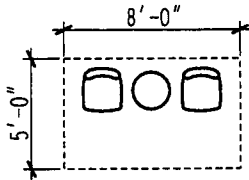
With better data, more refined planning parameters can be developed addressing a range of functions and organizational levels. It is recommended that each agency establish support space planning parameters to fit its own needs and culture in and out of the Pentagon.

#### **Other Factors Affecting Support Space**

It is critical to remember that during the move into the Renovated Pentagon, each agency has an opportunity to make more efficient use of support space. A variety of methods are available, including, but not limited to:

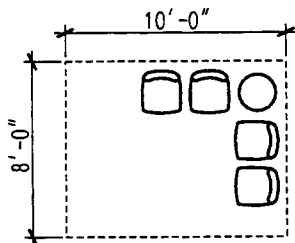
- Shared printers, copies, and other equipment
- Compact filing systems
- Vertical stacking of support items, i.e. paper storage above a copier
- Purging of files and extraneous equipment prior to moving.

These items should be integrated into each planning and relocation effort.



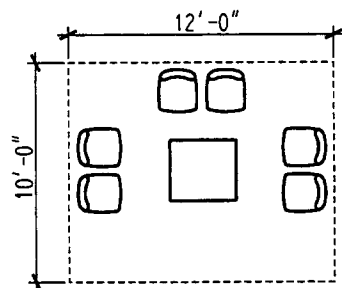
WAITING AREA (2 SEAT)

SIZE - 5'-0"X8'-0"  
40 NSF



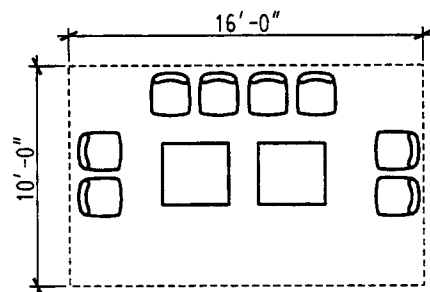
WAITING AREA (4 SEAT)

SIZE - 8'-0"X10'-0"  
80 NSF



WAITING AREA (6 SEAT)

SIZE - 10'-0"X12'-0"  
120 NSF

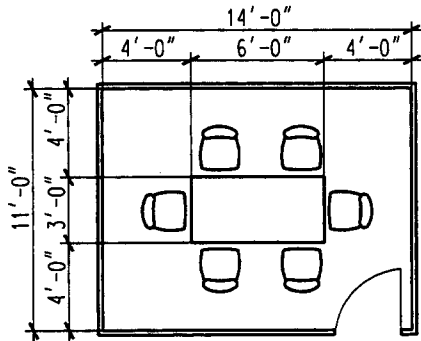


WAITING AREA (8 SEAT)

SIZE - 10'-0"X16'-0"  
160 NSF

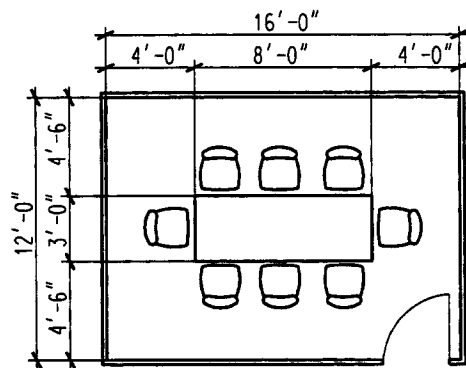
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PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS			
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SCALE: 1/4" = 1'-0"	DATE: 5/17/99	SHEET	PAGE NUMBER





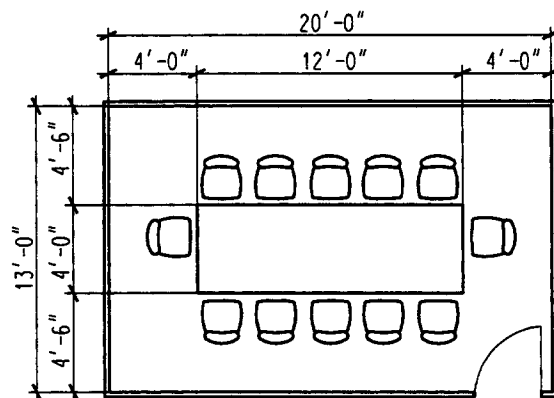
CONFERENCE ROOM  
(6 PER.)

SIZE - 11'-0"X14'-0"  
154 NSF



CONFERENCE ROOM  
(8 PER.)

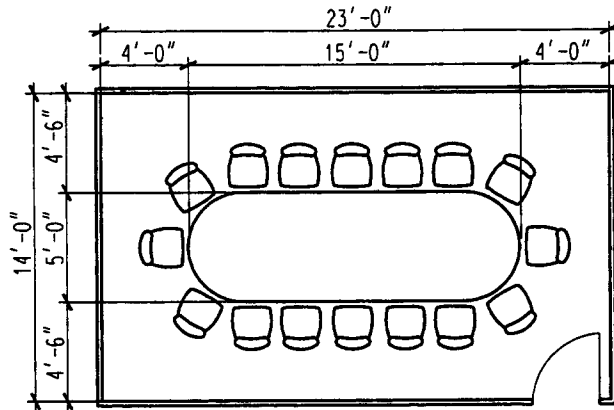
SIZE - 12'-0"X16'-0"  
192 NSF



CONFERENCE ROOM  
(12 PER.)

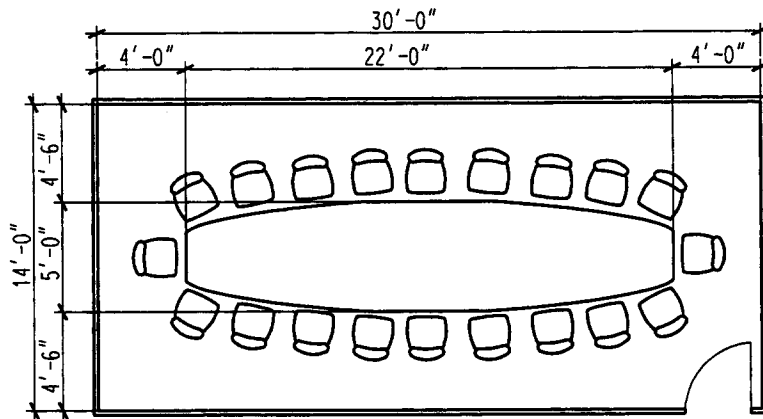
SIZE - 13'-0"X20'-0"  
260 NSF

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PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS			
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SCALE: 1/4" = 1'-0"		DATE: 5/17/99	SHEET
		PAGE NUMBER	



CONFERENCE ROOM  
(16 PER.)

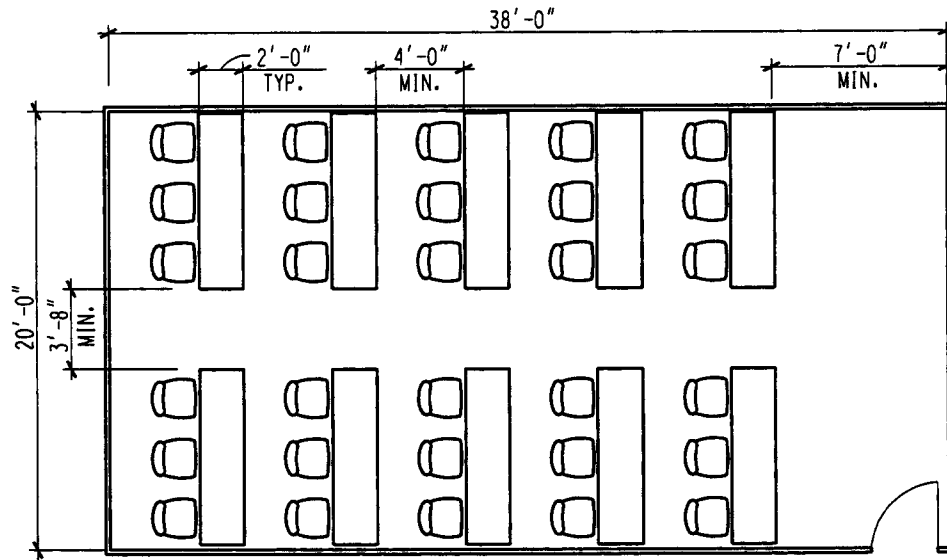
SIZE - 14'-0"X23'-0"  
322 NSF



CONFERENCE ROOM  
(20 PER.)

SIZE - 14'-0"X30'-0"  
420 NSF

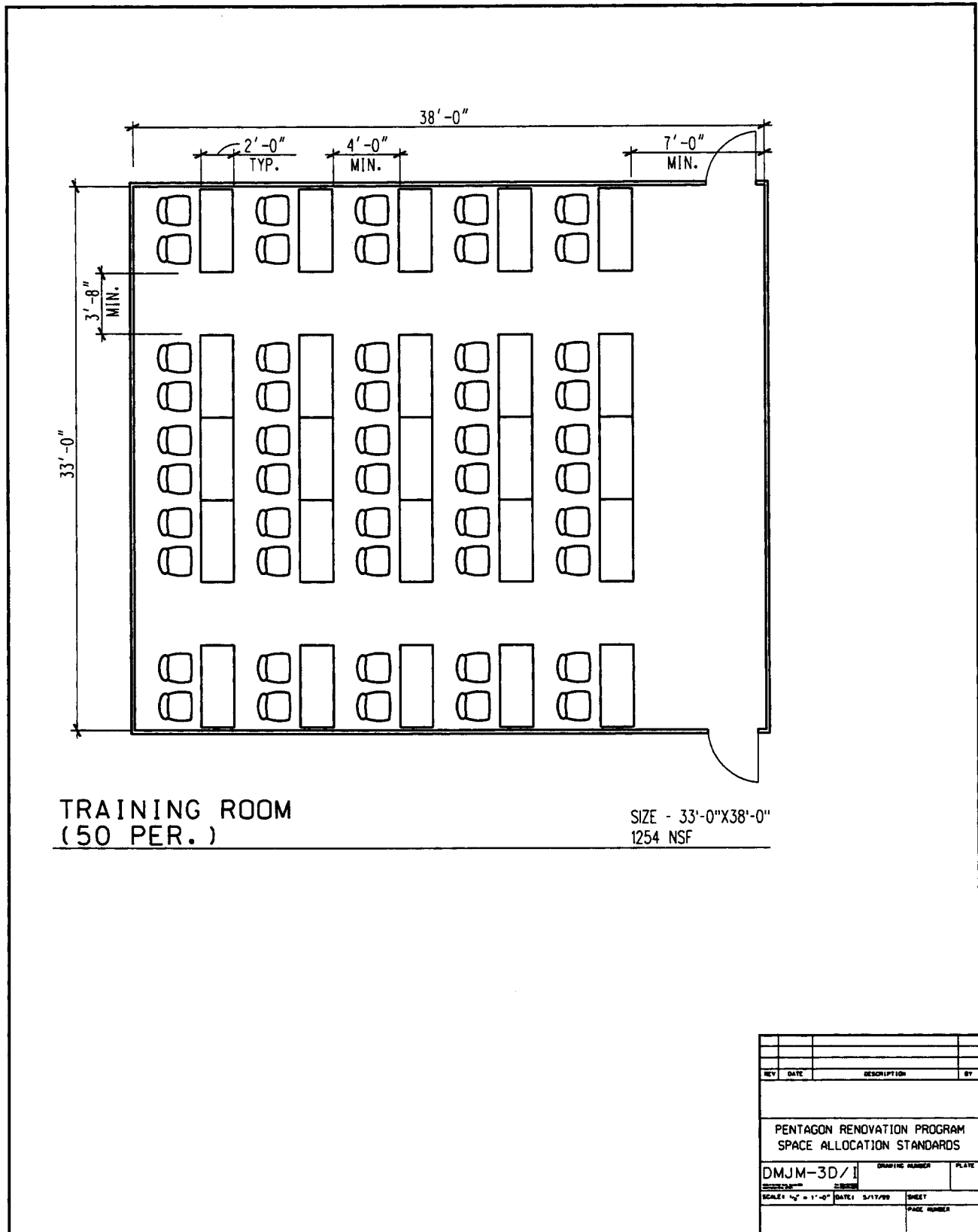
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		PAGE NUMBER	

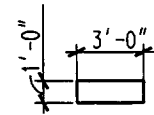


TRAINING ROOM  
(30 PER. )

SIZE - 20'-0"X38'-0"  
760 NSF

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SCALE: 1/4" = 1'-0"		DATE: 5/17/99	SHEET
		PAGE NUMBER	





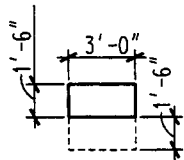
## BOOKCASES

3 HIGH  
SIZE - 1'-0"X3'-0"  
9 LF OF SHELVING  
3 NSF

4 HIGH  
SIZE - 1'-0"X3'-0"  
12 LF OF SHELVING  
3 NSF

5 HIGH  
SIZE - 1'-0"X3'-0"  
15 LF OF SHELVING  
3 NSF

3 HIGH  
ALT.1 SIZE - 1'-6"X3'-0"  
9 LF OF SHELVING  
4.5 NSF



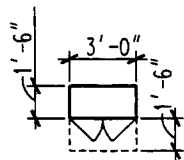
## STOR. SHELF

3 HIGH  
SIZE - 1'-6"X3'-0"  
9 LF OF SHELVING  
9 NSF

4 HIGH  
SIZE - 1'-6"X3'-0"  
12 LF OF SHELVING  
9 NSF

3 HIGH  
ALT.1 SIZE - 1'-0"X3'-0"  
9 LF OF SHELVING  
6 NSF

4 HIGH  
ALT.1 SIZE - 1'-0"X3'-0"  
12 LF OF SHELVING  
6 NSF



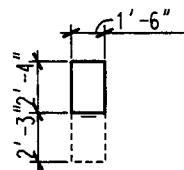
## STORAGE CABINETS

3 HIGH  
SIZE - 1'-6"X3'-0"  
9 LF OF STORAGE  
9 NSF

4 HIGH  
SIZE - 1'-6"X3'-0"  
12 LF OF STORAGE  
9 NSF

3 HIGH  
ALT.1 SIZE - 1'-6"X2'-6"  
7.5 LF OF STORAGE  
7.5 NSF

3 HIGH  
ALT.2 SIZE - 1'-6"X3'-6"  
10.5 LF OF STORAGE  
10.5 NSF



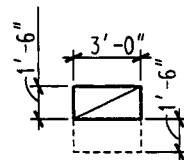
## VERT. FILES

2 HIGH  
SIZE - 2'-4"X1'-6"  
4.7 LF OF FILING  
7 NSF

3 HIGH  
SIZE - 2'-4"X1'-6"  
7 LF OF FILING  
7 NSF

4 HIGH  
SIZE - 2'-4"X1'-6"  
9.3 LF OF FILING  
7 NSF

5 HIGH  
SIZE - 2'-4"X1'-6"  
11.7 LF OF SHELVING  
7 NSF



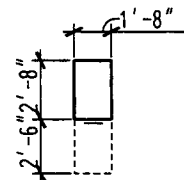
## LAT. FILES

3 HIGH  
SIZE - 1'-6"X3'-0"  
9 LF OF FILING  
9 NSF

4 HIGH  
SIZE - 1'-6"X3'-0"  
12 LF OF FILING  
9 NSF

3 HIGH  
ALT.1 SIZE - 1'-6"X2'-6"  
7.5 LF OF FILING  
7.5 NSF

3 HIGH  
ALT.2 SIZE - 1'-6"X3'-6"  
10.5 LF OF FILING  
10.5 NSF



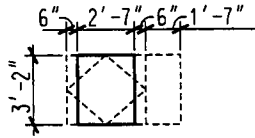
## SAFE FILES

2 HIGH  
SIZE - 2'-8"X1'-8"  
4.7 LF OF FILING  
8.6 NSF

3 HIGH  
SIZE - 2'-8"X1'-8"  
7 LF OF FILING  
8.6 NSF

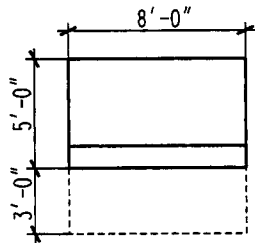
4 HIGH  
SIZE - 2'-8"X1'-8"  
9.3 LF OF FILING  
8.6 NSF

REV	DATE	DESCRIPTION	BY
PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS			
DMJM-3D/1		DRAWING NUMBER	PLATE
SCALE: 1/4" = 1'-0"	DATE: 5/17/99	SHEET	PAGE NUMBER



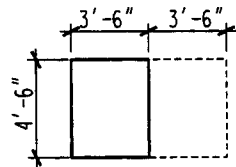
FILE CAROUSEL

SIZE - 2'-7"X3'-2"  
LF OF FILING VARIES DEPENDING  
ON HEIGHT OF UNIT  
16.4 NSF



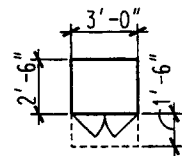
FILE LEKTRIEVER

SIZE - 5'-0"X8'-0"  
64 NSF



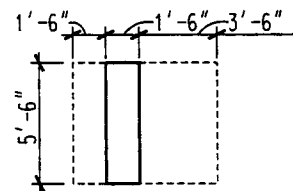
FLAT FILES

SIZE - 4'-6"X3'-6"  
31.5 NSF



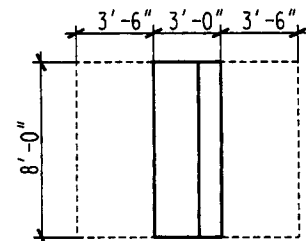
TV MONITOR/VCR

SIZE - 2'-6"X3'-0"  
12 NSF



PLOTTER

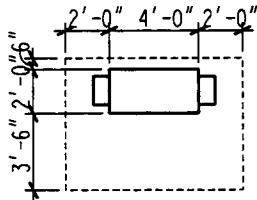
SIZE - 1'-6"X5'-6"  
35.75 NSF



PLOTTER

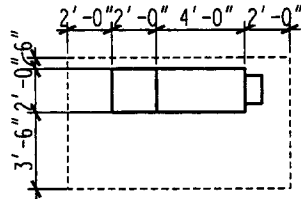
SIZE - 3'-0"X8'-0"  
80 NSF

REV	DATE	DESCRIPTION	BY
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SCALE: 1/4" = 1'-0"		DATE: 3/17/99	SHEET
		PAGE NUMBER	



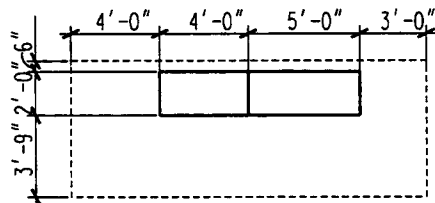
COPIER

SIZE - 2'-0"X4'-0"  
48 NSF



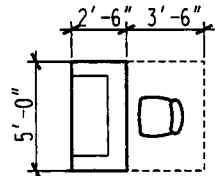
COPIER, COLLATOR

SIZE - 2'-0"X6'-0"  
60 NSF



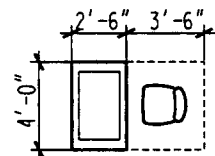
COPIER, HIGH VOLUME

SIZE - 2'-0"X9'-0"  
100 NSF



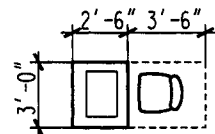
FAX MACHINE/PRINTER

SIZE - 5'-0"X6'-0"  
30 NSF



MICROFICHE/  
MICROFILM READER

SIZE - 48"X72"  
24 NSF



TYPEWRITER STAND/  
MICROFICHE READER

SIZE - 36"X72"  
18 NSF

REV	DATE	DESCRIPTION	BY
PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS			
DMJM-3D/1		DRAWING NUMBER	PLATE
SCALE: 1/4" = 1'-0"	DATE: 5/11/98	SHEET	PAGE NUMBER

The following guidelines for furniture and equipment space are based on industry standard dimensions for typical office furniture and equipment. Some are graphically illustrated in this section. Graphics shown are for representational purposes only. Actual furniture may vary over the duration of the Pentagon renovation.

<b>Equipment Description</b>	<b>Unit Area (NSF)</b>
A/V Cabinet	12
Bookcase	6
Copier (high volume)	100
Copier (w/collator)	60
Copier (w/out collator)	48
Electronic briefing board	20
Fax station	8
File (flat)	32
File (Lateral – 30")	8
File (Lateral – 36")	9
File (Lateral – 42")	11
File (Lateral – 48")	13
File (Lektrevier)	64
File (Vertical safe)	9
File (Vertical)	7
File (X's 2 cabinet)	16
File (X's 2 Gang of 2 cabinets)	33
Hutch (60")	8
Hutch (72")	9
Mail cart	8
Microfiche reader	24
Microfiche reader/camera or printer	30
Plotter, 5'6" wide	34
Plotter, 8'0" wide	80
Printer station	8
Safe (21"X 23")	8
Safe (27"X 27")	10
Safe (42"X 36")	18
Scanner station	6
Server	6
Shredder	8
Storage cabinet (24"W X 18"D)	6
Storage cabinet (30"W X 18"D)	8
Storage cabinet (36"W X 18"D)	9
Storage cabinet (36"W X 24"D)	12
Storage cabinet (42"W X 18"D)	11
Typewriter station	18
Valet rack	6



## SPACE PLANNING & DESIGN INTENT SCHEDULE

### Renovated Pentagon Wedge 1

2.3

This stage of the project uses the information assembled by the tenant for their user requirements. In most cases, an area within a space allocation has already been assigned to the relocating agency, and it is now the job of the PRO provided designer to verify the user requirements and to prepare a layout accordingly. Each agency is allowed the opportunity to make changes to their layouts during the design intent schedule. Per the design schedule and tenant approval, the layout will be forwarded to the Core and Shell Architect for the Construction Document phase. Any changes required during the construction document phase will be reviewed by the PRO-provided designer and verified with the tenant agency's representative. Any tenant requested changes after the 35% design intent on-board review approval will be at the agency's expense. All tenant requests for changes must come through the tenant agency representative to PRO.

#### PLANNING:

Planning the space is accomplished using the following tenant provided items:

- DD Forms 1450, 1450-1 (space requirements data), approved by the tenant representative
- Blocking plans, approved by the tenant representative

At this first planning stage, the following items need to be incorporated into a design intent package and approved by the tenant agency representative:

- Space layout
- Any special requirements (either mission driven or tenant requested) such as:
  - ✓ SCIFs,
  - ✓ electrical upgrades
  - ✓ mechanical upgrades
  - ✓ operation centers
  - ✓ tenant servers etc.
- Hardware (security) requirements
- Architectural finish selections
- Equipment (copiers, fax, printers, etc.)
- Special telephones (STU, red, grey, etc.)
- Furniture selections
- Furniture finish selections
- Any existing furniture to be relocated

Upon completion of the design intent package by the PRO provided designer, it will be forwarded to PRO. PRO will distribute to the tenant agency representative, IM&T, DPS and other agencies, as required, to review and comment on the design. Comments will be incorporated into the final design intent package. PRO will advise the tenant of the above standard costs and PRO will request that the tenant agency and the sitting tenant provide signature approval on the Design Intent. This sign-off is intended to "lock-in" the layout and associated tenant requirements. All requests for design changes made by the tenant agency representative after sign-off must be approved by PRO. All costs incurred for implementing the change will be funded by the agency.

Following approval of the Design Intent Drawings, the PRO will complete the design through a separate AE contract to prepare the final TFO construction documents.

**PROJECT SCHEDULING:**

PRO will prepare an integrated schedule for each renovation project (Wedge 1). This schedule is necessary to project the sequence of tasks necessary to complete each move on schedule.

The integrated schedule can be obtained from the tenant service representative. The design intent schedule is approximately six to ten weeks per each section of a project. This includes final layout and all design issues noted above.

PRO will provide the design intent schedule to the tenant agency representative at the design intent kick-off meeting. The tenant agency representative will be responsible for keeping his groups on schedule during the design intent phase of the work.

See the example of the Wedge 1 – Tenant Fit Out Schedule (taken from the Integrated Schedule) at the end of this section.

**PRO COSTS:**

- Space layout design assistance
- Furniture selection design assistance
- Finish selection design assistance
- Contract Documents

**TENANT AGENCY COSTS:**

- Design Revisions (if allowed) after 35% design intent on-board review tenant sign-off
- Construction Document Revisions (if allowed) after 35% design intent on-board review tenant sign-off

## **EXECUTIVE SUITES DESIGN**

### **Renovated Pentagon Wedge 1**

**2.4**

Offices G (P-3), H (P-2), and Custom (P-1) are considered to be executive offices. Outer E-ring suites and those suites designated by the tenant agency representative with at least one executive office are considered to be executive suites. Inner E-ring space, when used as support staff to an executive office or suite is considered to be standard office space. In support of "Back to Basics", the renovation program will build out the executive suites and offices to meet the mission requirements and provide the tenant agency with modest wall treatments such as painted gypsum board for tenant and public spaces. PRO will provide executive messes for SECDEF, Chairman of J.S., and Service Secretaries. Cost for kitchens for these messes will be borne by PRO. Executive level finishes will be provided in the dining rooms. PRO will location of these facilities. Design guidelines for the executive suites are as follows:

### **CONSTRUCTION ISSUES:**

#### **Partitions**

- G (P-3), H (P-2), and Custom (P-1) offices in executive suites will have slab to slab partitions with a sound blanket
- All executive offices authorized as SCIF or TSWA offices will have the appropriate accredited approved partitions as outlined in DCID 1/21
- All demising partitions (between suites) will have slab to slab partitions with a sound blanket
- All conference rooms in an executive suite will have slab to slab partitions with a sound blanket
- All other partitions in an executive suite (staff offices, work areas, etc.) will be floor slab to ceiling without a sound blanket

#### **Electric, Data, and Communications**

- All outlets will be recessed wall mounted as standard
- Any floor outlets requested will need to be evaluated with the building structure to ascertain if they can be accommodated

Refer to 2.7 page 2 of this section for lighting standards (as part of the finish standards) by office type.

#### **Toilets**

Toilets for executive areas are allocated for the custom (P-1) offices in their permanent location only. Costs for these facilities are borne by PRO. All toilets must be approved by the tenant agency representative. Standard fixtures and finishes include: building standard toilet, sink bowl, building standard ceramic tile floor, and painted drywall.

#### **Kitchenettes**

Kitchenettes for executive areas are allocated for the custom (P-1) offices in their permanent location only. Costs for these facilities are borne by PRO. All kitchenettes must be approved by the tenant agency representative. Standard features and finishes include: 10'-0" (max.) LF of cabinets ( plastic laminate or wood veneer), electrical outlet for refrigerator and microwave. Any appliances are tenant provided. The sink and disposal shall be PRO provided. Floor shall be VCT. Walls shall be painted drywall.

## **Lock Systems**

PRO will provide (through a DLA contract) a Pentagon Master Locking System for the renovated Pentagon. This Pentagon Master Locking System allows each tenant agency the ability to have its own unique master locking system (within the Pentagon Master) that they can control. It is the tenant agency's responsibility to maintain their master locking system as provided under the Pentagon renovation. Any tenant changes to the Pentagon Master Locking System in permanent space must be approved by WHS, RE&F.

## **FINISHES:**

Refer to Section 2.7, Finish Standards for a complete listing of finish standards by office type.

## **FURNITURE:**

Refer to Section 2.6 Furniture, Movable Walls & Signage Standards for this information.

## **PRO COSTS:**

- All standard construction items as defined in this section
- All standard finishes defined in this section
- All toilets and kitchenettes (P-1 offices only)

## **TENANT AGENCY COSTS:**

- Any upgrades to the construction items defined in this section
- All upgrades to finishes defined in this section

	<b><u>Under Secretaries of Military Departments</u></b>	<b><u>Assistant Secretaries of Military Departments</u></b>	<b><u>Deputy Under Secretaries of Military Departments</u></b>	<b><u>SES Division Heads and Executive Assistants 01-04</u></b>
	Custom Office (P-1)	Custom Office (P-1)	H Office (P-2)	G Office (P-3)
<b><u>Finishes</u></b>				
<b>Floor Finish:</b>	Broadloom Carpet; (Carpet Inset, Under Secretaries Office only)	Broadloom Carpet; (Carpet Inset, Under Secretaries Office only)	Broadloom Carpet; (Carpet Inset, Under Secretaries Office only)	Carpet tile
<b>Wall Finish:</b>	Painted Drywall	Painted Drywall	Painted Drywall	Painted Drywall.
<b>Ceiling Finish:</b>	2'x2' Acoustic Ceiling	2'x2' Acoustic Ceiling	2'x2' Acoustic Ceiling	2'x2' Acoustic Ceiling
<b>Doors &amp; Frames:</b>	Painted Panel Doors and Painted Metal Frames	Painted Panel Doors and Painted Metal Frames	Painted Panel Doors and Painted Metal Frames	Painted Flush Doors and Painted Metal Frames
<b>Trim:</b>	Painted Wood Base	Painted Wood Base	Painted Wood Base	Vinyl Base
<b>Window Treatment:</b>	None.	None.	None.	None.
<b>Lighting:</b>	2'x4' Lay-in Fluorescent Fixtures	2'x4' Lay-in Fluorescent Fixtures	2'x4' Lay-in Fluorescent Fixtures	2'x4' Lay-in Fluorescent Fixtures

## **STANDARD OFFICE DESIGN**

### **Renovated Pentagon Wedge 1**

**2.5**

A-ring, B-ring, C-ring, D-ring, inner E-ring, and outer E-ring non-executive space is considered to be standard office space. In support of "Back to Basics", the renovation program will build out standard space to meet the mission requirements and provide the tenant agency with modest wall treatments such as painted gypsum board acceptable for tenant and public spaces. Design guidelines for standard office space is as follows:

#### **CONSTRUCTION ISSUES:**

##### **Partitions**

- All standard office areas authorized as SCIF offices will have the DCID 1/21 approved SCIF partitions or as approved by DIA.
- All demising partitions (between office suites) authorized as SCIF will have the DCID 1/21 approved partitions with a sound blanket or as approved by DIA.
- All demising partitions (between office suites) not having authorized security requirements will have slab to slab walls.
- 

##### **Electric, Data, and Communications**

- All outlets will be recessed wall mounted as standard.
- Floor outlets are not provided in conference rooms smaller than 260 S.F. (12 person occupancy).
- Floor outlets requested in a 260 S.F. (or larger) conference room (12 person occupancy or greater) will be required to be on 2" access flooring.
- Lighting in mid-level conference rooms shall be 2'x4' lay-in fluorescent
- All other areas shall have 2'x4' lay-in fluorescent fixtures.
- Outlets for tenant provided equipment (A/V, copiers, etc.) are provided by the program.

##### **- Lock Systems**

PRO will provide (through a DLA contract) a Pentagon Master Locking System for the renovated Pentagon. This Pentagon Master Locking System allows each tenant agency the ability to have its own unique master locking system (within the Pentagon Master) that they can control. It is the tenant agency's responsibility to maintain their master locking system as provided under the Pentagon renovation. Any tenant changes to the Pentagon Master Locking System in permanent space must be approved by RE&F.

#### **FINISHES:**

Refer to Section 2.7, Finish Standards for this information.

#### **FURNITURE:**

Refer to Section 2.6, Furniture and Signage Standards for this information.

**PRO COSTS:**

- All standard construction items defined in this section
- 2" access flooring in conference rooms of 260 S.F. or more when floor boxes are required
- Single pole dimmers on conference room downlights and wallwashers

**TENANT AGENCY COSTS:**

- Any upgrade to construction items defined in this section
- Slab to slab partitioning not required as a SCIF or classified open storage
- 
- All office and conference room equipment

## **FURNITURE & SIGNAGE STANDARDS**

### **Renovated Pentagon Wedge 1**

**2.6**

---

Furniture shall be provided by the Program for the tenant agencies is as follows:

#### **PERSONNEL SPACE:**

##### **Workstations**

Systems furniture for workstations will be provided by the program as illustrated in the typical layouts shown in this section. The typical layouts indicate what component pieces (such as overhead storage and pedestal storage) are included as part of the renovation package. The renovation program will use multiple vendors to supply systems furniture for the renovation; therefore, there may be minor differences between the typicals and the exact items each manufacturer will be supplying. Configurations and quantity of storage will be as close to typicals as is possible within the manufacturers' standard product line. Additional component pieces and accessories offered by the various manufacturers will be available to the tenants to add to the typicals. Any item added to the typical workstation will be at a cost borne by the tenant. No credit will be given to the tenant for standard parts and pieces not used by the tenant agency.

Workstation task seating will be provided by the program. It is the intent to have multiple seating vendors available to the program to supply specific pieces within their line to the tenant agencies. Vendors will provide a complete line of products to include ergonomically correct task seating, management seating, and executive seating, as well as conference seating. It is also the intent to have the *tenant agency* (vs. sitting tenant) select the manufacturer they wish to use for seating.

##### **Private Offices**

Furniture for the private offices P-1 through P-4 will be provided by the tenant agency. Furniture for the P-5 office will be similar to the systems furniture and supplied by the same manufacturer as the systems furniture. See the typical layouts illustrated in this section.



## **SUPPORT/SPECIAL SPACE:**

### **Conference Rooms**

Furniture for all conference rooms will be provided by the tenant agency. It is the intent to have tenant agencies select these items from a pre-selected group of products (see Pentagon Furniture Selection Guide, dated April 15, 1999). The program will *not* provide any equipment (such as A/V equipment) for these conference rooms.

### **Command Centers and Operation Centers**

The program will provide furniture for the Command and Operations Centers as required to meet mission requirements. In addition to typical office systems furniture provided by the program, the program will make use of manufacturers that specialize in desk systems that accommodate multiple computers per desk (similar to trading desks). These units will be authorized when multiple, stacked computer units are required.

## **UNIT EQUIPMENT:**

Unit equipment furnishings in open office areas will be provided by the program. Unit equipment includes lateral files, vertical files, bookcases, storage cabinets, wardrobe units, and adjustable metal shelving. Specialized unit equipment such as secure files, fireproof files, flat (map and plan) files, and high density files are *not* provided by the program. The program will move existing specialized unit equipment and provide electrostatic painting to unit equipment (where appropriate) if requested by the tenant agency. The program will *not* provide any office equipment such as computers, printers, fax machines, or copiers as part of the renovation.

## **SIGNAGE:**

Standard signage will be provided throughout the renovated Pentagon. All core and shell, and suite entry signage off a public access corridor will be provided by the program. Any signage requested by a tenant agency within their suite will be available at the tenant's cost. PRO will assign all room numbers and provide a point of contact to assist the tenant in the signage purchase.

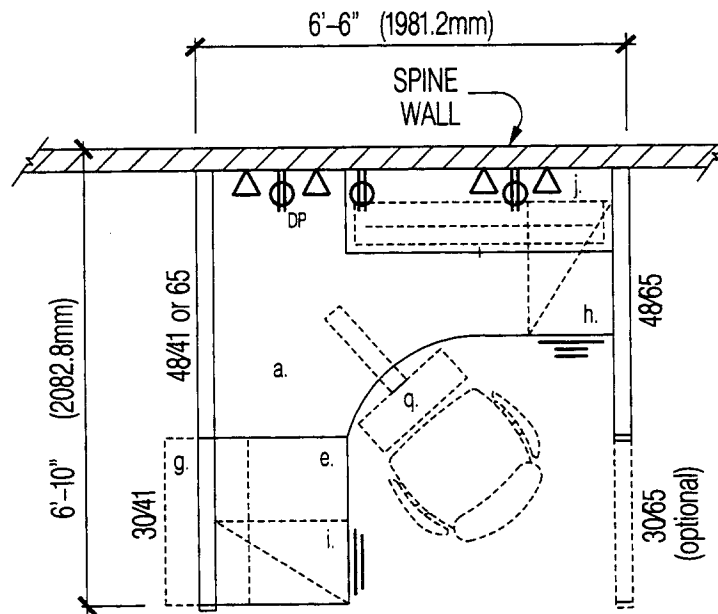
The Core & Shell Signage Typical is included at the end of this section on pages 28 – 37. Refer to the Tenant Suite Signage Typical in Standards & Criteria for additional signage options at the tenant's cost.

**PRO COSTS:**

- All furniture for workstations (Ax-Ex) and offices (E) per the attached standard space layouts
- Suite entry signage
- Relocation of high density file units
- Electrostatic painting of high density file units if requested

**TENANT AGENCY COSTS:**

- Executive office (P-1, P-2, P-3 and P-4) furniture
- Furniture items for workstations (Ax-Ex) and offices (E) if not shown on attached typicals
- All specialized unit equipment noted above
- All equipment (faxes, printers, computers, copiers, etc.)
- Signage within a tenant's suite



## WORKSTATION AX-1

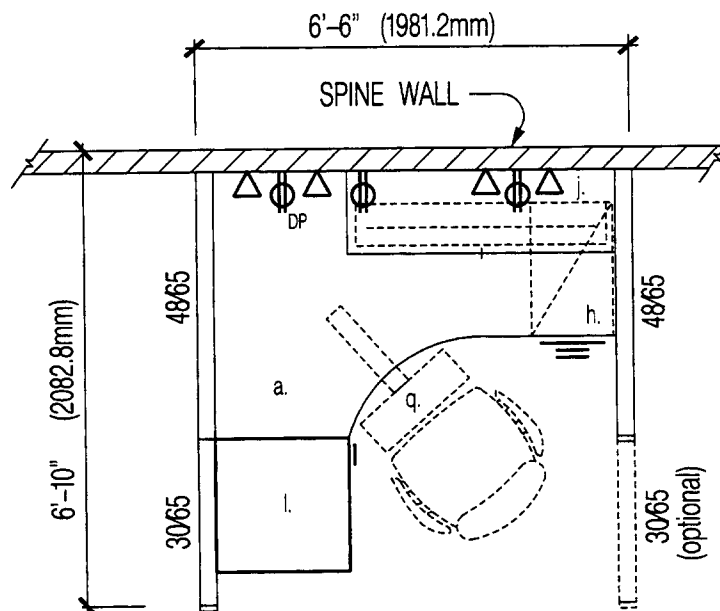
SCALE: 3/8" = 1'-0"

- a. Worksurface, Extended Corner Right, 72w x 48d, 24d left/30d right
- b. Worksurface, Extended Corner Right, 72w x 48d, 24d left/24d right
- c. Worksurface, 48w X 24d
- d. Worksurface, 36w X 24d
- e. Worksurface, 30w X 24d
- f. Worksurface, Bullet end, 72d X 36w
- g. Worksurface, Transaction 30w x 15d
- h. Pedestal, Mobile, locking, B/B/F, 15w x 20d
- i. Pedestal, Fixed, locking, F/F, 15w x 24d
- j. Overhead Bin w/ Task Light, locking, 48w x 15d
- k. Overhead Shelf, 48w x 15d
- l. Vertical Storage Cabinet, Mobile, 24w x 24d x 65h  
Enclosed freestanding storage cabinet includes door, two file drawers, two adjustable height shelves, and full height wardrobe area. Locking
- m. Credenza, Mobile F/F left and F/F right, locking, 36w x 24d
- n. Table, Half-Round Mobile, 50w x 30d, (shared unit)
- o. Screen, Mobile, 48w x 2d
- p. Table, Teardrop Mobile, 42" fixed height
- q. Keyboard Tray/Mouse Pad, Universal, Gov't Supplied and Dealer installed

Note: The overall cluster length will determine the total length of spine wall required.

- PANEL, NON-POWERED (sizes vary) WITH END CAPS AS REQUIRED
- SPINE WALL SECTION, POWERED, 65" H (4"-5" wide)
- DUPLEX OUTLET, BELTLINE LOCATION
- DUPLEX OUTLET, BELTLINE LOCATION DEDICATED CIRCUIT COMMUNICATIONS KNOCK-OUT

REV	DATE	DESCRIPTION	BY
<p><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
<p>SCALE: 3/8" = 1'-0" (DATE)</p>		<p>PROJECT</p>	<p>DATE</p>
<p>0' 1' 2' 4'</p>		<p> </p>	



## WORKSTATION AX-2

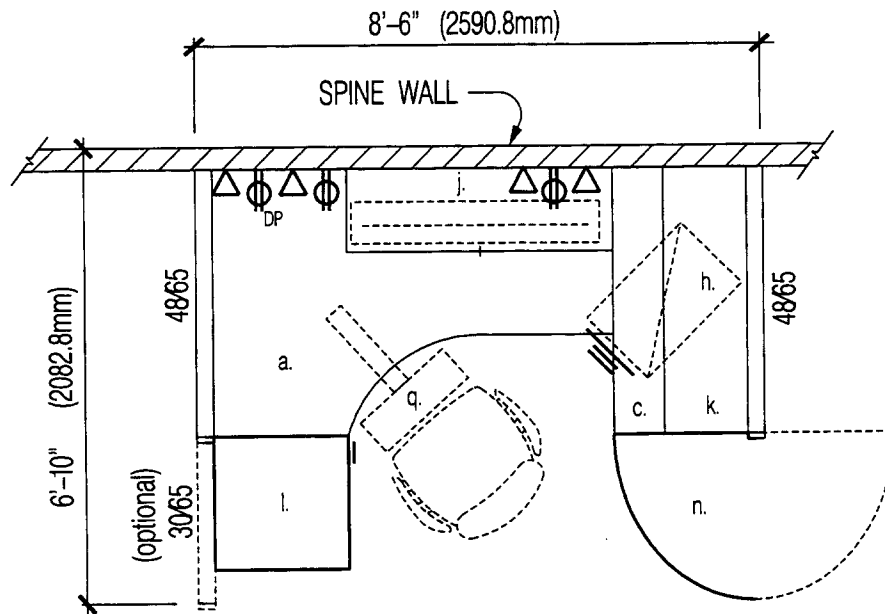
SCALE: 3/8" = 1'-0"

- a. Worksurface, Extended Corner Right, 72w x 48d, 24d left/30d right
- b. Worksurface, Extended Corner Right, 72w x 48d, 24d left/24d right
- c. Worksurface, 48w X 24d
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- e. Worksurface, 30w X 24d
- f. Worksurface, Bullet end, 72d X 36w
- g. Worksurface, Transaction 30w x 15d
- h. Pedestal, Mobile, locking, B/B/F, 15w x 20d
- i. Pedestal, Fixed, locking, F/F, 15w x 24d
- j. Overhead Bin w/ Task Light, locking, 48w x 15d
- k. Overhead Shelf, 48w x 15d
- l. Vertical Storage Cabinet, Mobile, 24w x 24d x 65h  
Enclosed freestanding storage cabinet includes door, two file drawers, two adjustable height shelves, and full height wardrobe area. Locking
- m. Credenza, Mobile F/F left and F/F right, locking, 36w x 24d
- n. Table, Half-Round Mobile, 50w x 30d, (shared unit)
- o. Screen, Mobile, 48w x 2d
- p. Table, Teardrop Mobile, 42" fixed height
- q. Keyboard Tray/Mouse Pad, Universal, Gov't Supplied and Dealer installed

Note: The overall cluster length will determine the total length of spine wall required.

- PANEL, NON-POWERED (sizes vary) WITH END CAPS AS REQUIRED
- SPINE WALL SECTION, POWERED, 65" H (4"-5" wide)
- DUPLEX OUTLET, BELTLINE LOCATION
- DUPLEX OUTLET, BELTLINE LOCATION DEDICATED CIRCUIT COMMUNICATIONS KNOCK-OUT

REV	DATE	DESCRIPTION	BY
<p><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
<p>SCALE: 3/8" = 1'-0"</p>		<p>DATE:  /  /  </p>	
<p>0' 1' 2' 4'</p>		<p>PAGE:  </p>	



## WORKSTATION BX-1

SCALE: 3/8" = 1'-0"

- a. Worksurface, Extended Corner Right, 72w x 48d, 24d left/30d right
- b. Worksurface, Extended Corner Right, 72w x 48d, 24d left/24d right
- c. Worksurface, 48w X 24d
- d. Worksurface, 36w X 24d
- e. Worksurface, 30w X 24d
- f. Worksurface, Bullet end, 72d X 36w
- g. Worksurface, Transaction 30w x 15d
- h. Pedestal, Mobile, locking, B/B/F, 15w x 20d
- i. Pedestal, Fixed, locking, F/F, 15w x 24d
- j. Overhead Bin w/ Task Light, locking, 48w x 15d
- k. Overhead Shelf, 48w x 15d
- l. Vertical Storage Cabinet, Mobile, 24w x 24d x 65h  
Enclosed freestanding storage cabinet includes door, two file drawers, two adjustable height shelves, and full height wardrobe area. Locking
- m. Credenza, Mobile F/F left and F/F right, locking, 36w x 24d
- n. Table, Half-Round Mobile, 50w x 30d, (shared unit)
- o. Screen, Mobile, 48w x 2d
- p. Table, Teardrop Mobile, 42" fixed height
- q. Keyboard Tray/Mouse Pad, Universal, Gov't Supplied and Dealer installed

Note: The overall cluster length will determine the total length of spine wall required.

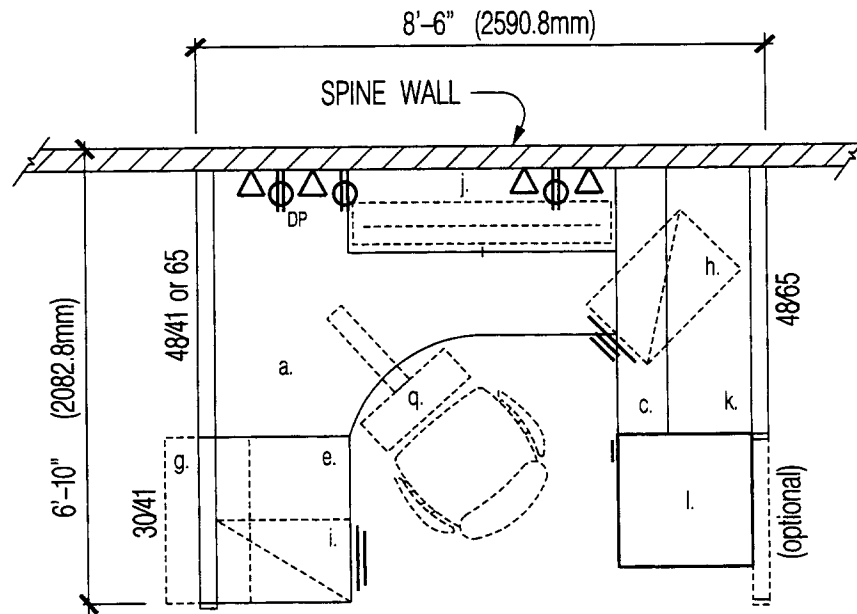
- PANEL, NON-POWERED (sizes vary) WITH END CAPS AS REQUIRED
- SPINE WALL SECTION, POWERED, 65" H (4'-5" wide)
- DUPLEX OUTLET, BELTLINE LOCATION
- DUPLEX OUTLET, BELTLINE LOCATION DEDICATED CIRCUIT COMMUNICATIONS KNOCK-OUT

REV	DATE	DESCRIPTION	BY

**PENTAGON RENOVATION PROGRAM  
SPACE ALLOCATION STANDARDS**


SCALE: 3/8" = 1'-0" DATE:  /  /  

0' 1' 2' 4'



## WORKSTATION BX-2

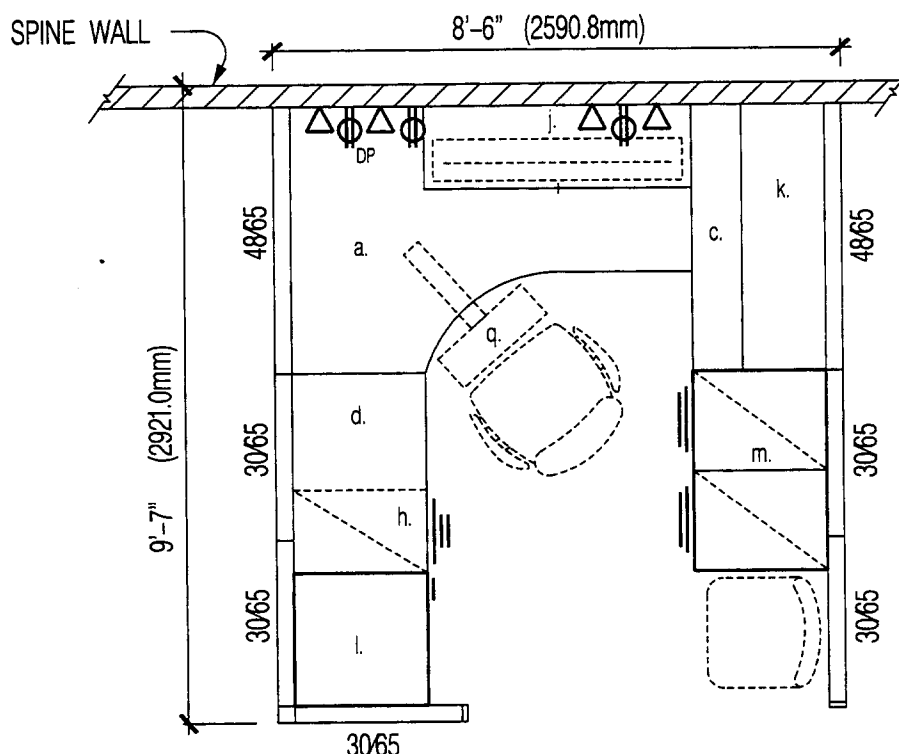
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- a. Worksurface, Extended Corner Right, 72w x 48d, 24d left/30d right
- b. Worksurface, Extended Corner Right, 72w x 48d, 24d left/24d right
- c. Worksurface, 48w X 24d
- d. Worksurface, 36w X 24d
- e. Worksurface, 30w X 24d
- f. Worksurface, Bullet end, 72d X 36w
- g. Worksurface, Transaction 30w x 15d
- h. Pedestal, Mobile, locking, B/B/F, 15w x 20d
- i. Pedestal, Fixed, locking, F/F, 15w x 24d
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- k. Overhead Shelf, 48w x 15d
- l. Vertical Storage Cabinet, Mobile, 24w x 24d x 65h  
Enclosed freestanding storage cabinet includes door, two file drawers, two adjustable height shelves, and full height wardrobe area. Locking
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- n. Table, Half-Round Mobile, 50w x 30d, (shared unit)
- o. Screen, Mobile, 48w x 2d
- p. Table, Teardrop Mobile, 42" fixed height
- q. Keyboard Tray/Mouse Pad, Universal, Gov't Supplied and Dealer installed

Note: The overall cluster length will determine the total length of spine wall required.

- PANEL, NON-POWERED (sizes vary) WITH END CAPS AS REQUIRED
- SPINE WALL SECTION, POWERED, 65" H (4"-5" wide)
- DUPLEX OUTLET, BELTLINE LOCATION
- DUPLEX OUTLET, BELTLINE LOCATION DEDICATED CIRCUIT COMMUNICATIONS KNOCK-OUT

REV	DATE	DESCRIPTION	BY
<p><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
<p>SCALE: 3/8" = 1'-0"</p>		<p>0' 1' 2' 4'</p>	








## WORKSTATION CX-1

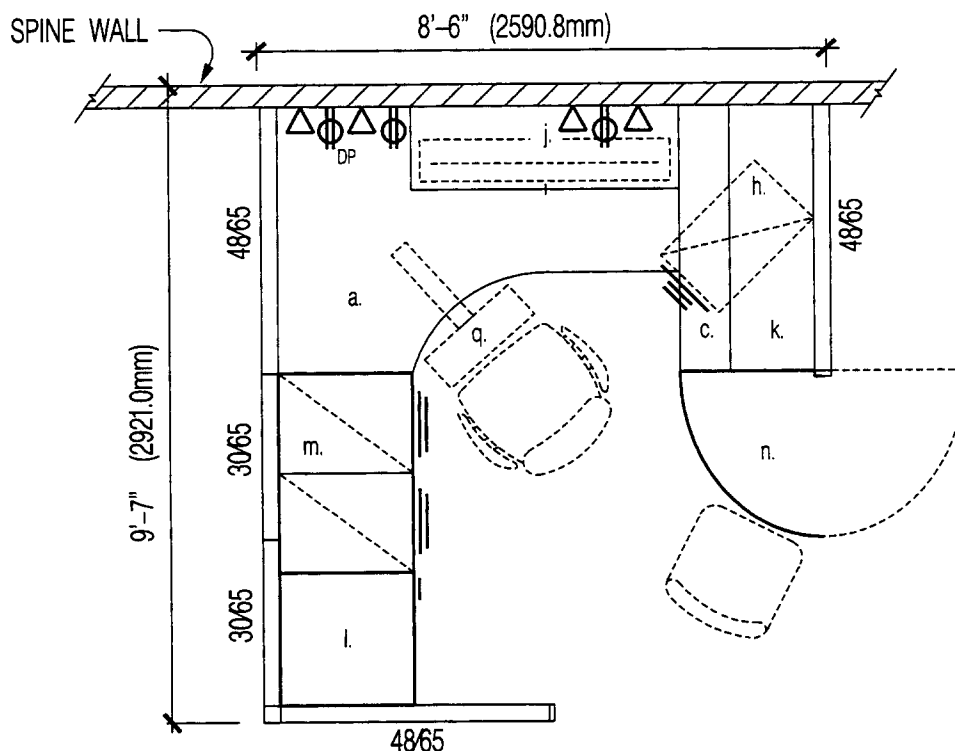
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- a. Worksurface, Extended Corner Right, 72w x 48d, 24d left/30d right
- b. Worksurface, Extended Corner Right, 72w x 48d, 24d left/24d right
- c. Worksurface, 48w X 24d
- d. Worksurface, 36w X 24d
- e. Worksurface, 30w X 24d
- f. Worksurface, Bullet end, 72d X 36w
- g. Worksurface, Transaction 30w x 15d
- h. Pedestal, Mobile, locking, B/B/F, 15w x 20d
- i. Pedestal, Fixed, locking, F/F, 15w x 24d
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- k. Overhead Shelf, 48w x 15d
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- n. Table, Half-Round Mobile, 50w x 30d, (shared unit)
- o. Screen, Mobile, 48w x 2d
- p. Table, Teardrop Mobile, 42" fixed height
- q. Keyboard Tray/Mouse Pad, Universal, Gov't Supplied and Dealer installed

**Note:** The overall cluster length will determine the total length of spine wall required.

-  PANEL, NON-POWERED (sizes vary) WITH END CAPS AS REQUIRED  
 SPINE WALL SECTION, POWERED, 65" H (4"-5" wide)  
 DUPLEX OUTLET, BELTLINE LOCATION  
 DUPLEX OUTLET, BELTLINE LOCATION DEDICATED CIRCUIT  
 COMMUNICATIONS KNOCK-OUT

REV	DATE	DESCRIPTION	BY
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<b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b>			
<small>USE PREVIOUS EDITIONS FOR REVISIONS TO THIS STANDARD</small>		<small>DRAWING NUMBER</small>	<small>PLAN</small>
<small>SCALE: 3/8" = 1'-0"</small>		<small>DATE:</small>	<small>PAGE NUMBER</small>
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## WORKSTATION CX-2

SCALE: 3/8" = 1'-0"

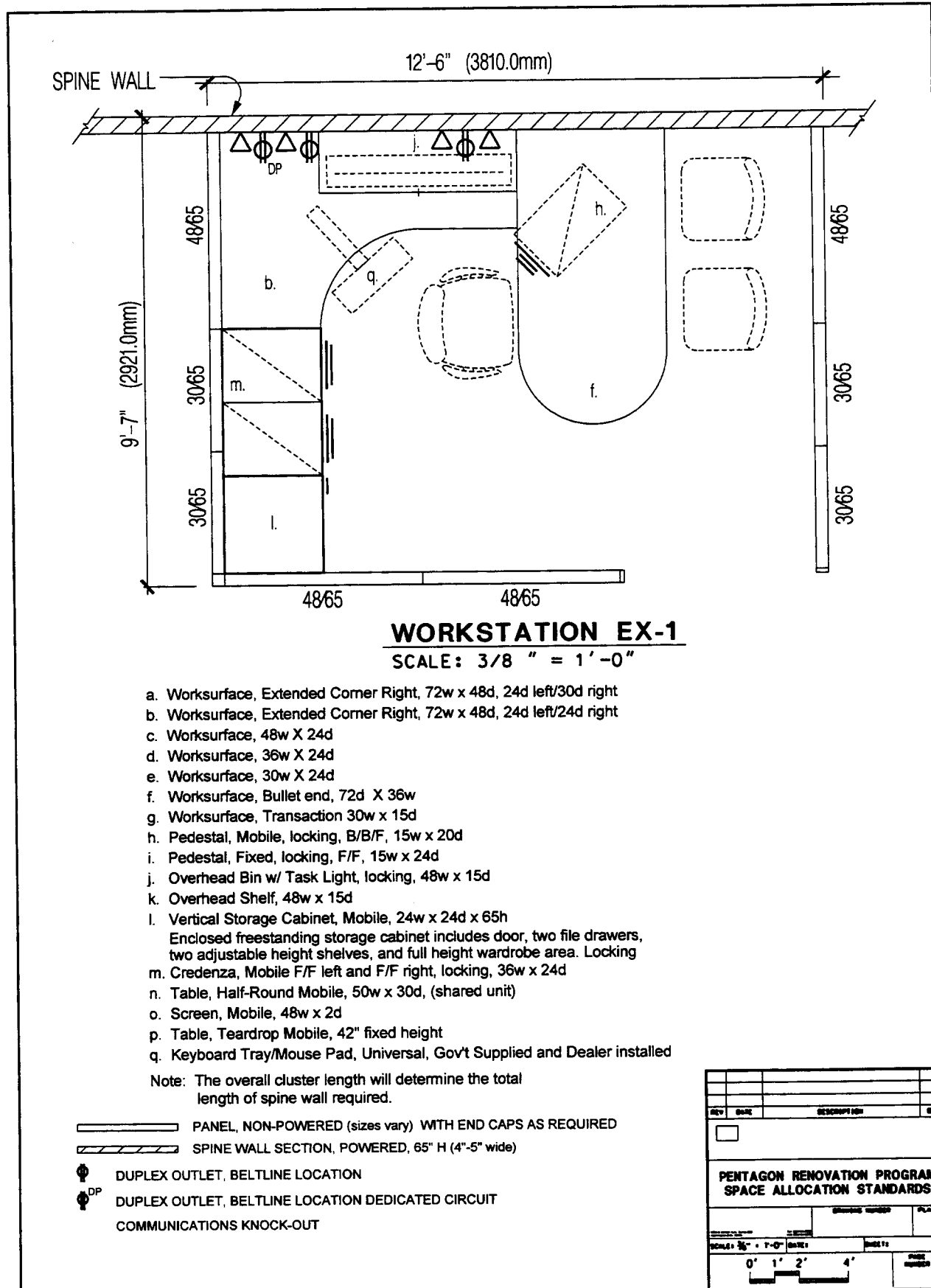
- a. Worksurface, Extended Corner Right, 72w x 48d, 24d left/30d right
- b. Worksurface, Extended Corner Right, 72w x 48d, 24d left/24d right
- c. Worksurface, 48w X 24d
- d. Worksurface, 36w X 24d
- e. Worksurface, 30w X 24d
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- g. Worksurface, Transaction 30w x 15d
- h. Pedestal, Mobile, locking, B/B/F, 15w x 20d
- i. Pedestal, Fixed, locking, F/F, 15w x 24d
- j. Overhead Bin w/ Task Light, locking, 48w x 15d
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- o. Screen, Mobile, 48w x 2d
- p. Table, Teardrop Mobile, 42" fixed height
- q. Keyboard Tray/Mouse Pad, Universal, Gov't Supplied and Dealer installed

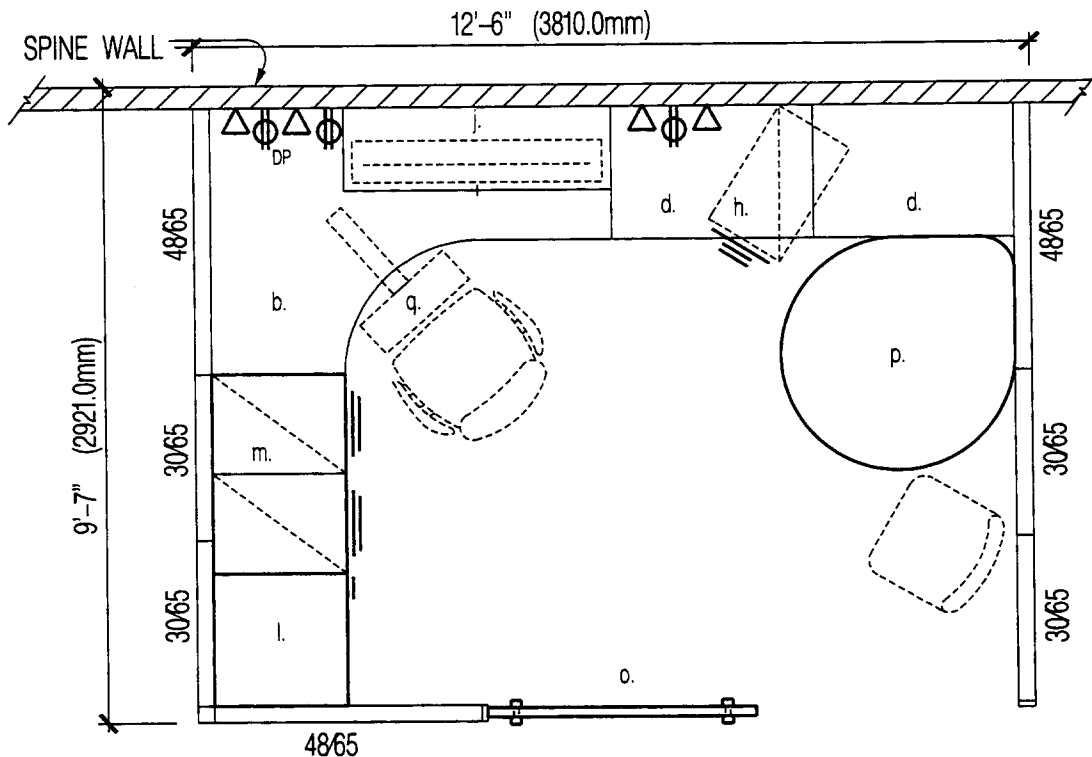
Note: The overall cluster length will determine the total length of spine wall required.

- PANEL, NON-POWERED (sizes vary) WITH END CAPS AS REQUIRED
- SPINE WALL SECTION, POWERED, 65" H (4'-5" wide)
- DUPLEX OUTLET, BELTLINE LOCATION
- DUPLEX OUTLET, BELTLINE LOCATION DEDICATED CIRCUIT COMMUNICATIONS KNOCK-OUT

REV	DATE	DESCRIPTION	BY
<p><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
<p>SCALE: 3/8" = 1'-0"</p>		<p>DATE:  </p>	<p>PAGE:  </p>
<p>0' 1' 2' 4'</p>		<p> </p>	





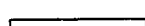





## WORKSTATION EX-2

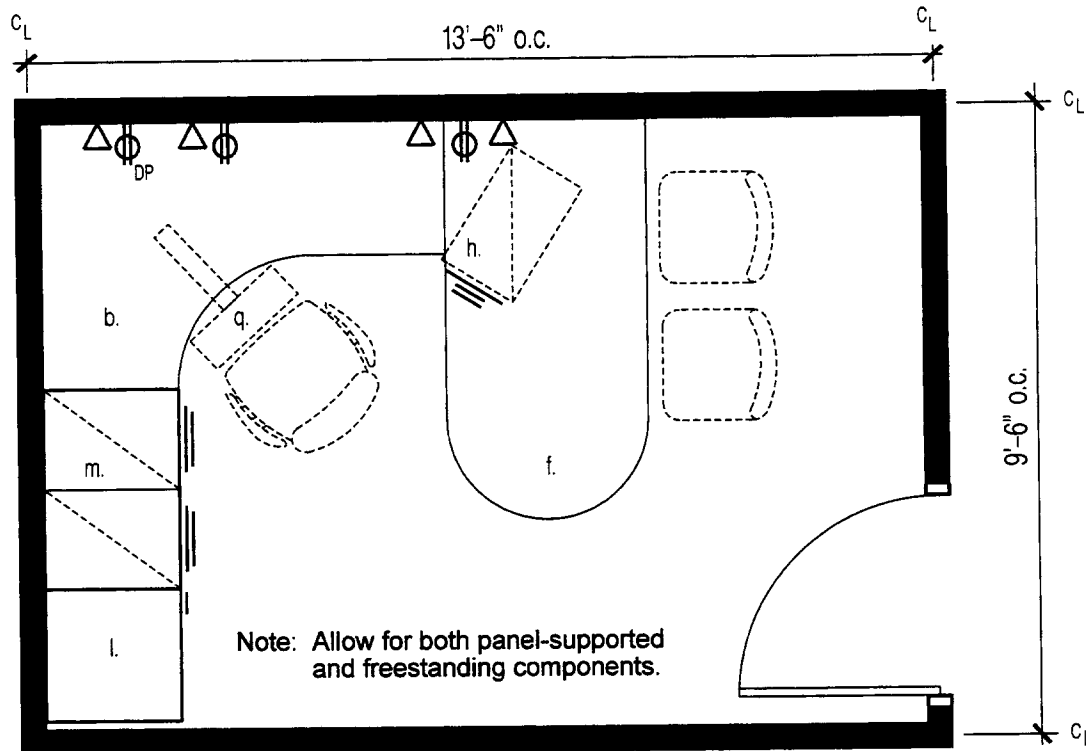
SCALE: 3/8" = 1'-0"

- a. Worksurface, Extended Corner Right, 72w x 48d, 24d left/30d right
- b. Worksurface, Extended Corner Right, 72w x 48d, 24d left/24d right
- c. Worksurface, 48w X 24d
- d. Worksurface, 36w X 24d
- e. Worksurface, 30w X 24d
- f. Worksurface, Bullet end, 72d X 36w
- g. Worksurface, Transaction 30w x 15d
- h. Pedestal, Mobile, locking, B/B/F, 15w x 20d
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- p. Table, Teardrop Mobile, 42" fixed height
- q. Keyboard Tray/Mouse Pad, Universal, Gov't Supplied and Dealer installed

Note: The overall cluster length will determine the total length of spine wall required.

-  PANEL, NON-POWERED (sizes vary) WITH END CAPS AS REQUIRED
-  SPINE WALL SECTION, POWERED, 65" H (4"-5" wide)
-  DUPLEX OUTLET, BELTLINE LOCATION
-  DUPLEX OUTLET, BELTLINE LOCATION DEDICATED CIRCUIT COMMUNICATIONS KNOCK-OUT

REV	DATE	DESCRIPTION	BY
<p align="center"><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
DRAWING NUMBER		PAGE	
SCALE: 3/8" = 1'-0"		DATE:	
0' 1' 2' 4'		PAGE NUMBER	



### 'E' OFFICE

SCALE: 3/8" = 1'-0"

- a. Worksurface, Extended Corner Right, 72w x 48d, 24d left/30d right
- b. Worksurface, Extended Corner Right, 72w x 48d, 24d left/24d right
- c. Worksurface, 48w X 24d
- d. Worksurface, 36w X 24d
- e. Worksurface, 30w X 24d
- f. Worksurface, Bullet end, 72d X 36w
- g. Worksurface, Transaction 30w x 15d
- h. Pedestal, Mobile, locking, B/B/F, 15w x 20d
- i. Pedestal, Fixed, locking, F/F, 15w x 24d
- k. Overhead Shelf, 48w x 15d
- l. Vertical Storage Cabinet, Mobile, 24w x 24d x 65h  
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- n. Table, Half-Round Mobile, 50w x 30d, (shared unit)
- o. Screen, Mobile, 48w x 2d
- p. Table, Teardrop Mobile, 42" fixed height
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Note: The overall cluster length will determine the total length of spine wall required.

- PANEL, NON-POWERED (sizes vary) WITH END CAPS AS REQUIRED
- SPINE WALL SECTION, POWERED, 65" H (4"-5" wide)
- DUPLEX OUTLET, BELTLINE LOCATION
- DP DUPLEX OUTLET, BELTLINE LOCATION DEDICATED CIRCUIT COMMUNICATIONS KNOCK-OUT

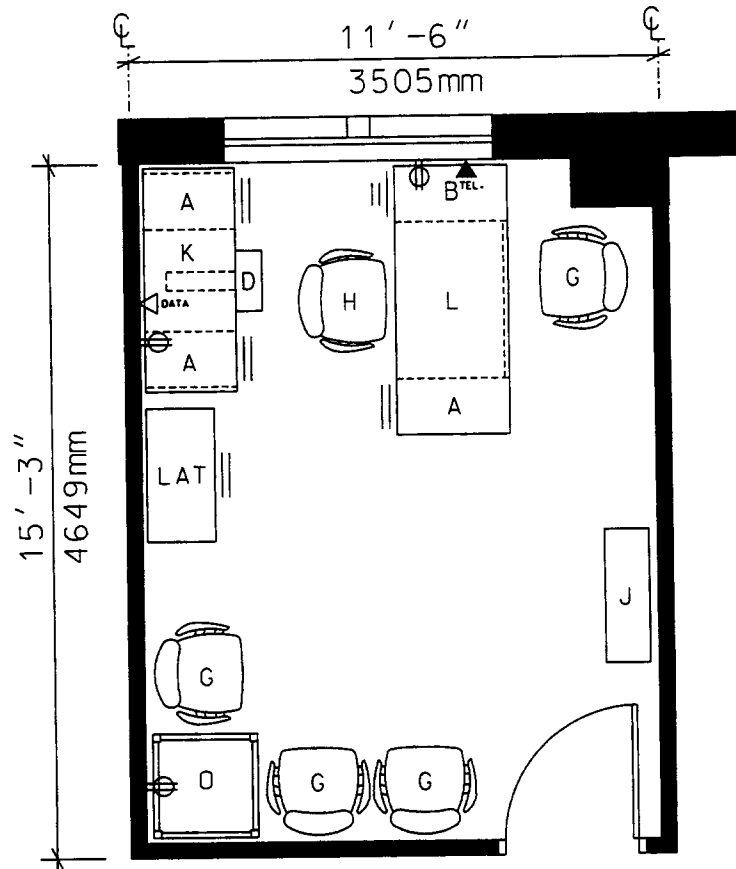
REV	DATE	DESCRIPTION	BY

PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS	

**NOTE:**

- The following sheets are representational ONLY. Furniture for these offices are tenant provided.



F-1 OFFICE

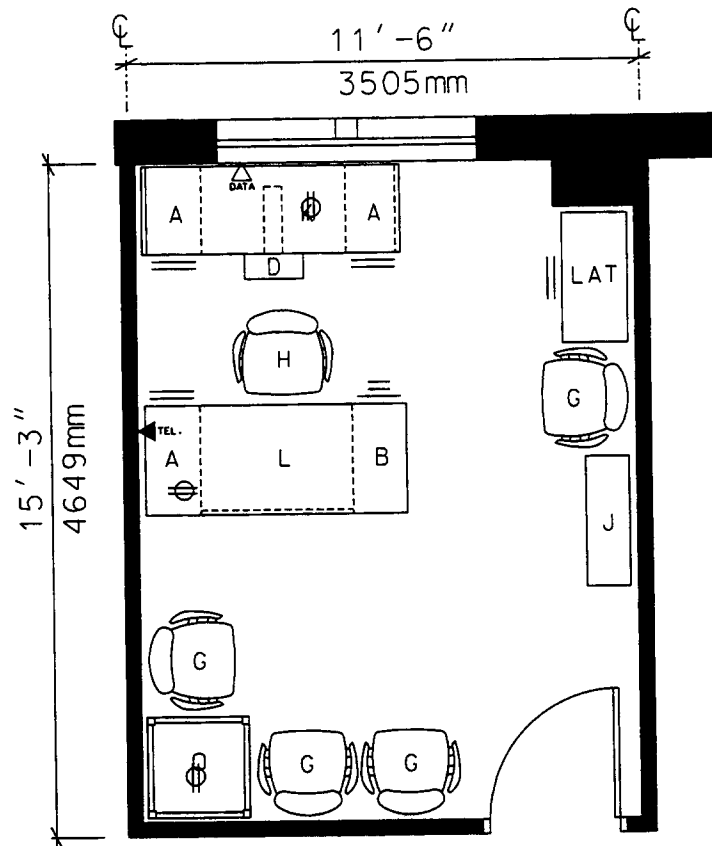
FURNITURE LEGEND

- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- D. ARTICULATING KEYBOARD TRAY
- G. GUEST CHAIR
- H. DESK CHAIR
- J. 12dx36w BOOKCASE, 4 HIGH
- K. 24dx60w KNEESPACE CRENDEZA
- L. 30dx72w DESK, DOUBLE PED.
- LAT 36w LATERAL FILE, 2 DRAWER
- O. 28dx28w CORNER TABLE
- ⊕ DUPLEX OUTLET, WALL MOUNTED
- ⊕ TELEPHONE OUTLET WALL MOUNTED
- ⊕ DATA OUTLET, WALL MOUNTED

F-1 OFFICE

175 NET SQUARE FEET  
75 SQUARE FEET (CIRCULATION)  
250 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY
<p><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
<p>STANDARD NUMBER F-1</p>		<p>PLANE</p>	
<p>SCALE: 1/8" = 1'-0"</p>		<p>INDEX 1</p>	
<p>0' 1' 2' 4'</p>		<p>PAGE NUMBER</p>	



**F-2 OFFICE**

**FURNITURE LEGEND**

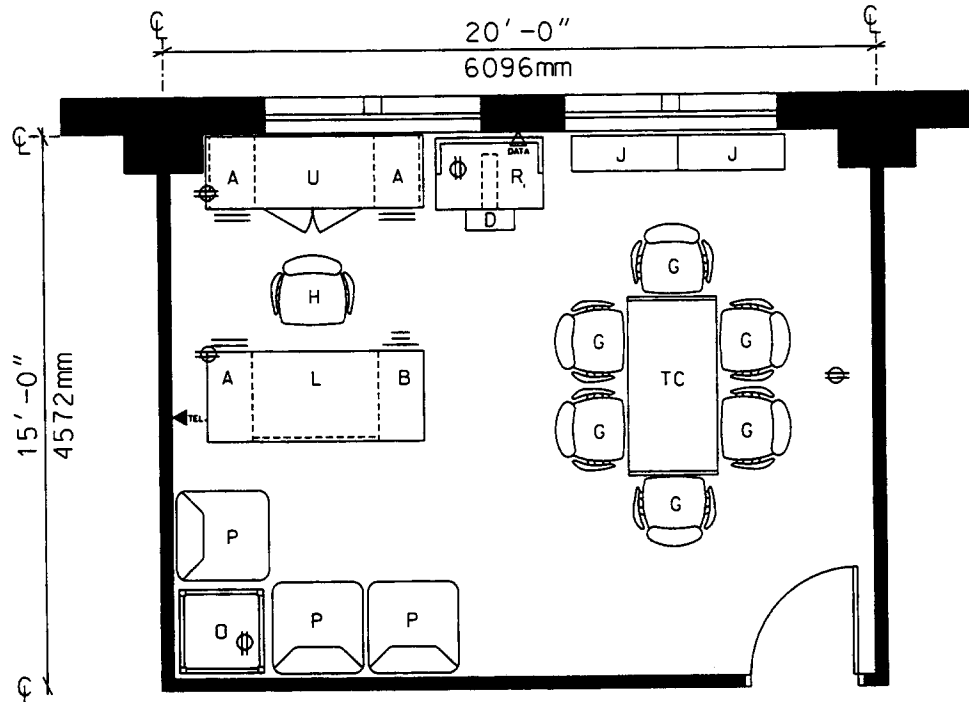
- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- D. ARTICULATING KEYBOARD TRAY
- G. GUEST CHAIR
- H. DESK CHAIR
- J. 12dx36w BOOKCASE, 4 HIGH
- K. 24dx60w KNEESPACE CRENDEZA
- L. 30dx72w DESK, DOUBLE PED.
- LAT 36w LATERAL FILE, 2 DRAWER
- O. 28dx28w CORNER TABLE
- ⊕ DUPLEX OUTLET, WALL MOUNTED
- TEL. TELEPHONE OUTLET WALL MOUNTED
- DATA DATA OUTLET, WALL MOUNTED

**F-2 OFFICE**

175 NET SQUARE FEET  
75 SQUARE FEET (CIRCULATION)  
250 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY
<b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b>			
<b>GROUPING NUMBER</b> F-2		<b>PLAN</b>	
<b>SCALE</b> 1/8" = 1'-0"		<b>DATE</b> 	
<b>0' 1' 2' 4'</b>		<b>DATE</b> 	





G-1 OFFICE

FURNITURE LEGEND

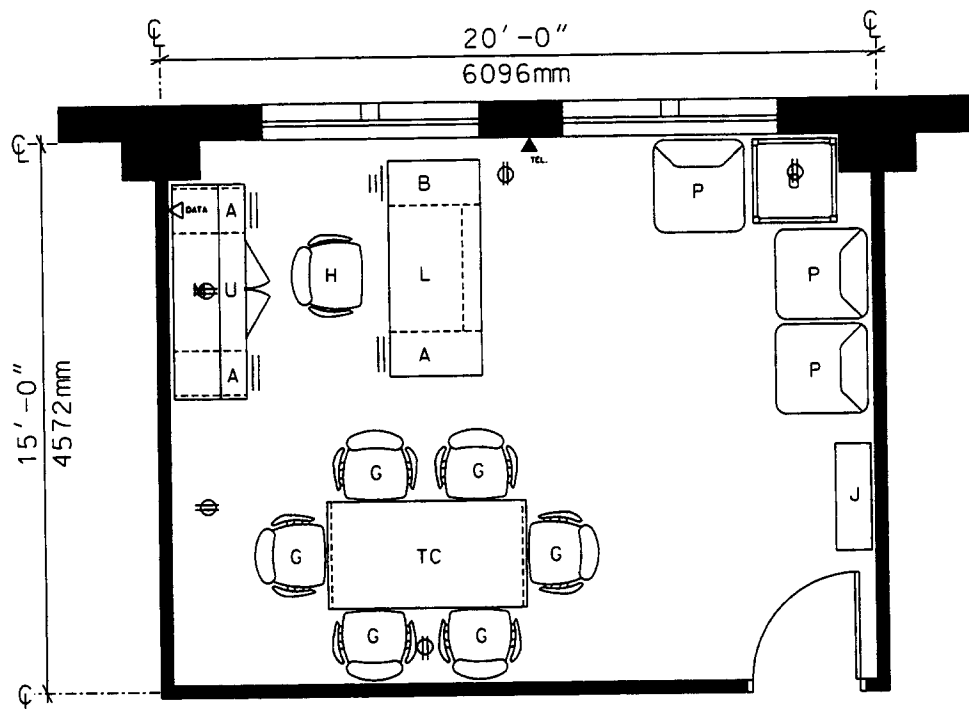
- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- D. ARTICULATING KEYBOARD TRAY
- E. 24d x 30w BRIDGE
- G. GUEST CHAIR
- J. 12dx36w BOOKCASE, 4 HIGH
- L. 30dx72w DESK, DOUBLE PED.
- LAT. 36w LATERAL FILE, 2 DRAWER
- N. 24d x 36w CORNER UNIT
- O. 28d x 28w CORNER TABLE
- P. LOUNGE CHAIRS
- R. 24dx36w COMPUTER TABLE
- TC. 30dx60w CONFERENCE TABLE
- U. 24dx72w CREDENZA
- ⊕ DUPLEX OUTLET, WALL MOUNTED
- ⊙ TELEPHONE OUTLET WALL MOUNTED
- DATA OUTLET, WALL MOUNTED

G-1 OFFICE

300 NET SQUARE FEET  
129 SQUARE FEET (CIRCULATION)  
426 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY
<p><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
<p>SCALE: 1/8" = 1'-0"</p>		<p>ROOM NUMBER <b>G-1</b></p>	<p>PLANE <b>PLAN</b></p>
<p>0' 1' 2' 4'</p>		<p>SHEET #</p>	<p>PAGE NUMBER</p>





G-2 OFFICE

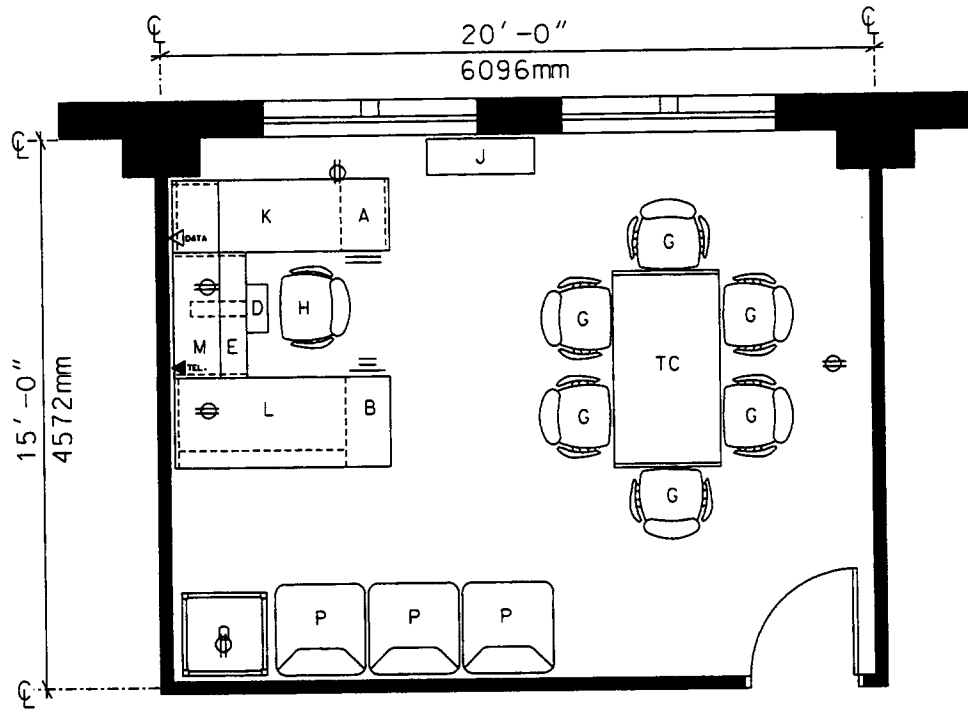
FURNITURE LEGEND

- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- G. GUEST CHAIR
- H. DESK CHAIR
- J. 12dx36w BOOKCASE, 4 HIGH
- L. 30dx72w DESK, DOUBLE PED.
- M. 72w MODULAR OVERHEAD UNIT
- O. 28dx28w CORNER TABLE
- P. LOUNGE CHAIRS
- R. 24dx72w COMPUTER TABLE
- TC 30dx60w CONFERENCE TABLE
- U 24dx72w CRENZZA
- ⊕ DUPLEX OUTLET, WALL MOUNTED
- ⊕ TELEPHONE OUTLET WALL MOUNTED
- ⊕ DATA OUTLET, WALL MOUNTED

G-2 OFFICE

300 NET SQUARE FEET  
129 SQUARE FEET (CIRCULATION)  
429 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY
<p><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
<p>SCALE: 3/8" = 1'-0"</p>		<p>ROOM NUMBER <b>G-2</b></p>	<p>PLATE  </p>
<p>0' 1' 2' 4'</p>		<p>DATE  </p>	



G-3 OFFICE

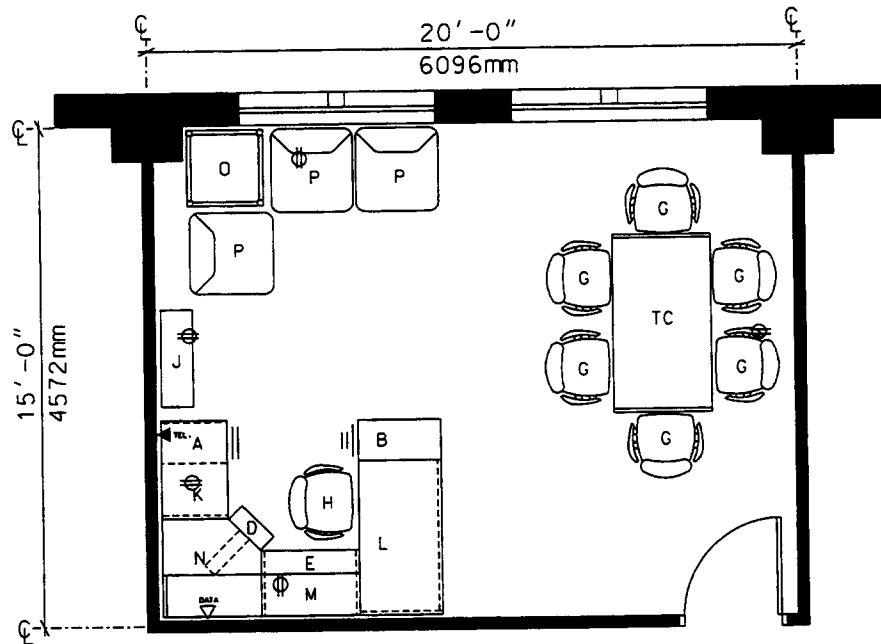
FURNITURE LEGEND

- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- D. ARTICULATING KEYBOARD TRAY
- E. 24dx42w BRIDGE
- G. GUEST CHAIR
- H. DESK CHAIR
- J. 12dx36w BOOKCASE, 2 HIGH
- K. 24dx72w MODULAR UNIT CRENZENZA
- L. 36dx72w MODULAR UNIT DESK
- M. 72w MODULAR OVERHEAD UNIT
- O. 28dx28w CORNER TABLE
- P. LOUNGE CHAIRS
- TC 36dx66w CONFERENCE TABLE
- ⊕ DUPLEX OUTLET, WALL MOUNTED
- ☎ TELEPHONE OUTLET WALL MOUNTED
- Ⓜ DATA OUTLET, WALL MOUNTED

G-3 OFFICE

300 NET SQUARE FEET  
129 SQUARE FEET (CIRCULATION)  
429 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY
<p><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
<p>DRIVING NUMBER <b>G-3</b></p>		<p>PLAN</p>	
<p>SCALE: 3/8" = 1'-0" (DATE)</p>		<p>SHEET</p>	
<p>0' 1' 2' 4'</p>		<p>PAGE NUMBER</p>	



### G-4 OFFICE

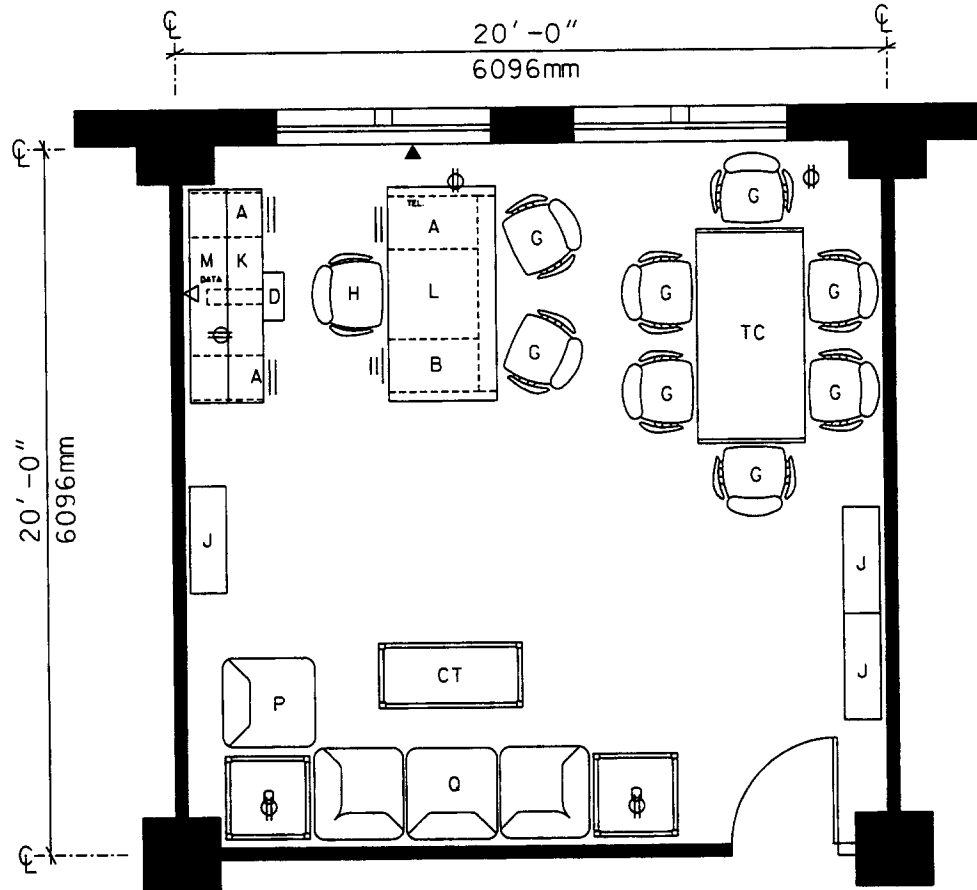
#### FURNITURE LEGEND

- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- D. ARTICULATING KEYBOARD TRAY
- F. 24dx36w BRIDGE
- G. GUEST CHAIR
- H. DESK CHAIR
- J. 12dx36w BOOKCASE, 4 HIGH
- K. 24dx36w MODULAR UNIT CREDENZA
- L. 36dx72w MODULAR UNIT DESK
- M. 72w MODULAR OVERHEAD UNIT
- N. 24x36w CORNER UNIT
- O. 28dx28w CORNER TABLE
- P. LOUNGE CHAIRS
- TC 36dx66w CONFERENCE TABLE
- ⊕ DUPLEX OUTLET, WALL MOUNTED
- Ⓣ TELEPHONE OUTLET WALL MOUNTED
- DATA DATA OUTLET, WALL MOUNTED

#### G-4 OFFICE

300 NET SQUARE FEET  
129 SQUARE FEET (CIRCULATION)  
426 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY
<b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b>			
PROJECT NUMBER G-4		PLAN	
SCALE: 1/8" = 1'-0"		SHEET:	
0' 1' 2' 4'		PAGE NUMBER	



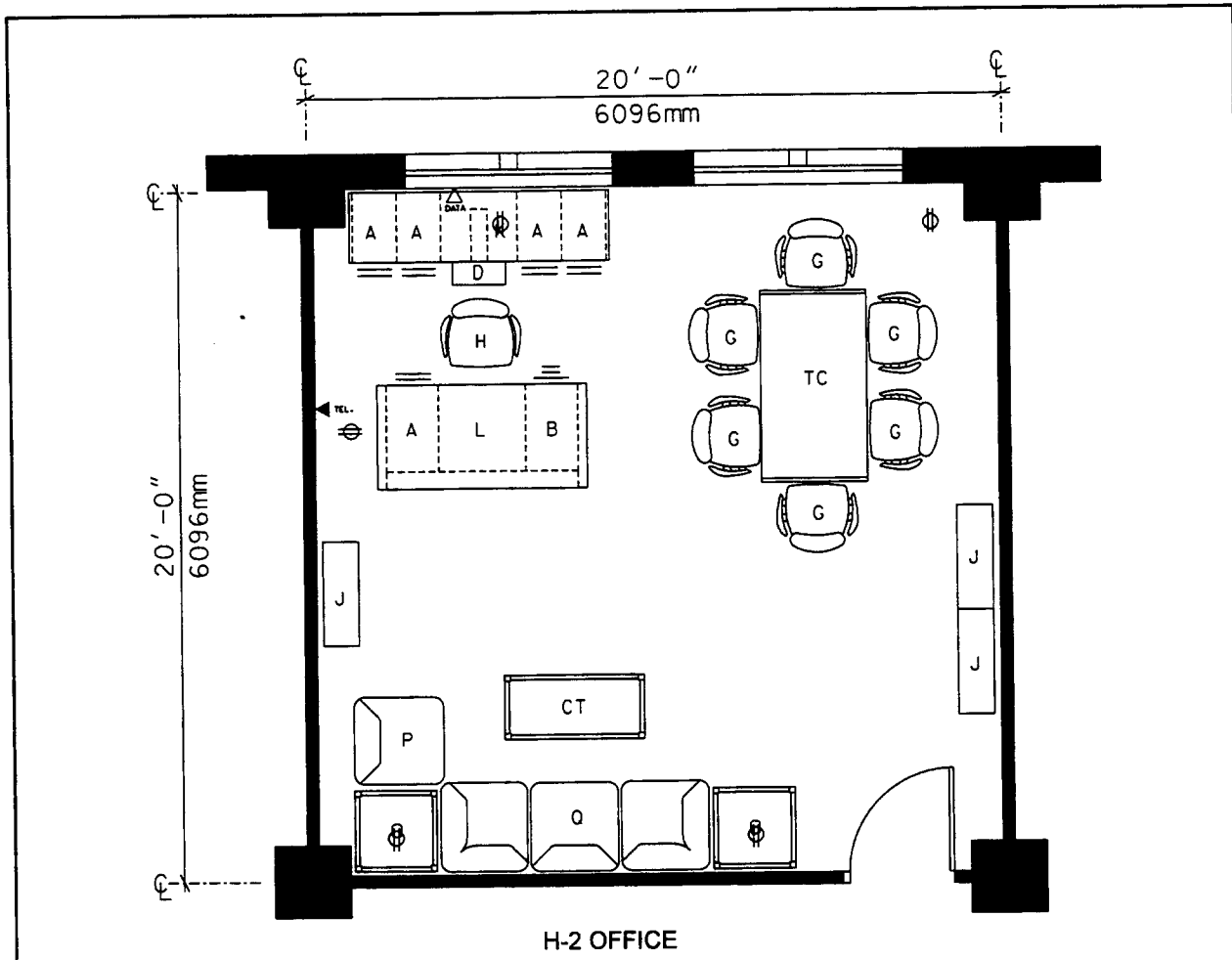
#### FURNITURE LEGEND

- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- CT. 22dx48w COFFEE TABLE
- D. ARTICULATING KEYBOARD TRAY
- G. GUEST CHAIR
- H. DESK CHAIR
- J. 12dx36w BOOKCASE, 4 HIGH
- K. 24dx72w KNEESPACE CREDENZA
- L. 36dx72w DESK DOUBLE PED
- M. 72w MODULAR OVERHEAD UNIT
- O. 28dx28w CORNER TABLE
- P. LOUNGE CHAIRS
- Q. THREE SEAT SOFA
- TC 36dx72w CONFERENCE TABLE
- ⊕ DUPLEX OUTLET, WALL MOUNTED
- ⊕ TELEPHONE OUTLET WALL MOUNTED
- ⊕ DATA OUTLET, WALL MOUNTED

#### H-1 OFFICE

400 NET SQUARE FEET  
171 SQUARE FEET (CIRCULATION)  
571 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY
<b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b>			
DRAWING NUMBER H-1		PLANE	
SCALE: 3/8" = 1'-0"		SHEET NO.	
0' 1' 2' 4'		PAGE NUMBER	



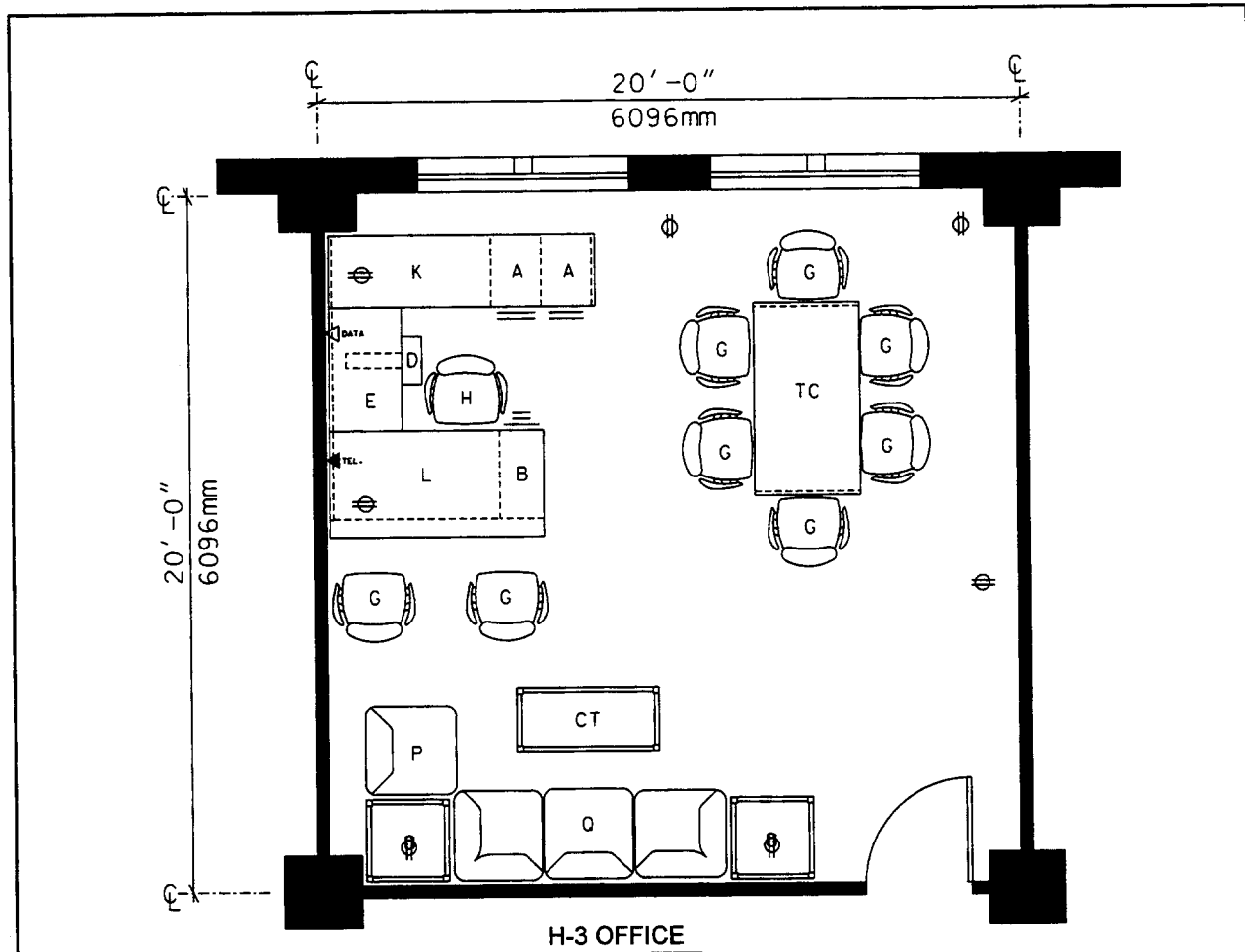
#### FURNITURE LEGEND

- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- CT. 22dx48w COFFEE TABLE
- D. ARTICULATING KEYBOARD TRAY
- G. GUEST CHAIR
- H. DESK CHAIR
- J. 12dx36w BOOKCASE, 4 HIGH
- K. 24dx90w KNEESPACE CREDENZA
- L. 36dx72w DESK DOUBLE PED
- O. 28dx28w CORNER TABLE
- P. LOUNGE CHAIRS
- Q. THREE SEAT SOFA
- TC 36dx72w CONFERENCE TABLE
- ⊕ DUPLEX OUTLET, WALL MOUNTED
- ⊕ TELEPHONE OUTLET WALL MOUNTED
- ⊕ DATA OUTLET, WALL MOUNTED

#### H-2 OFFICE

400 NET SQUARE FEET  
171 SQUARE FEET (CIRCULATION)  
571 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY
<p><b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b></p>			
<p>SHOWING NUMBER <b>H-2</b></p>		<p>PLANE  </p>	
<p>SCALE: 3/8" = 1'-0" DATE:  </p>		<p>DESIGNER:  </p>	
<p>0' 1' 2' 4'</p>		<p>PAGE NUMBER  </p>	



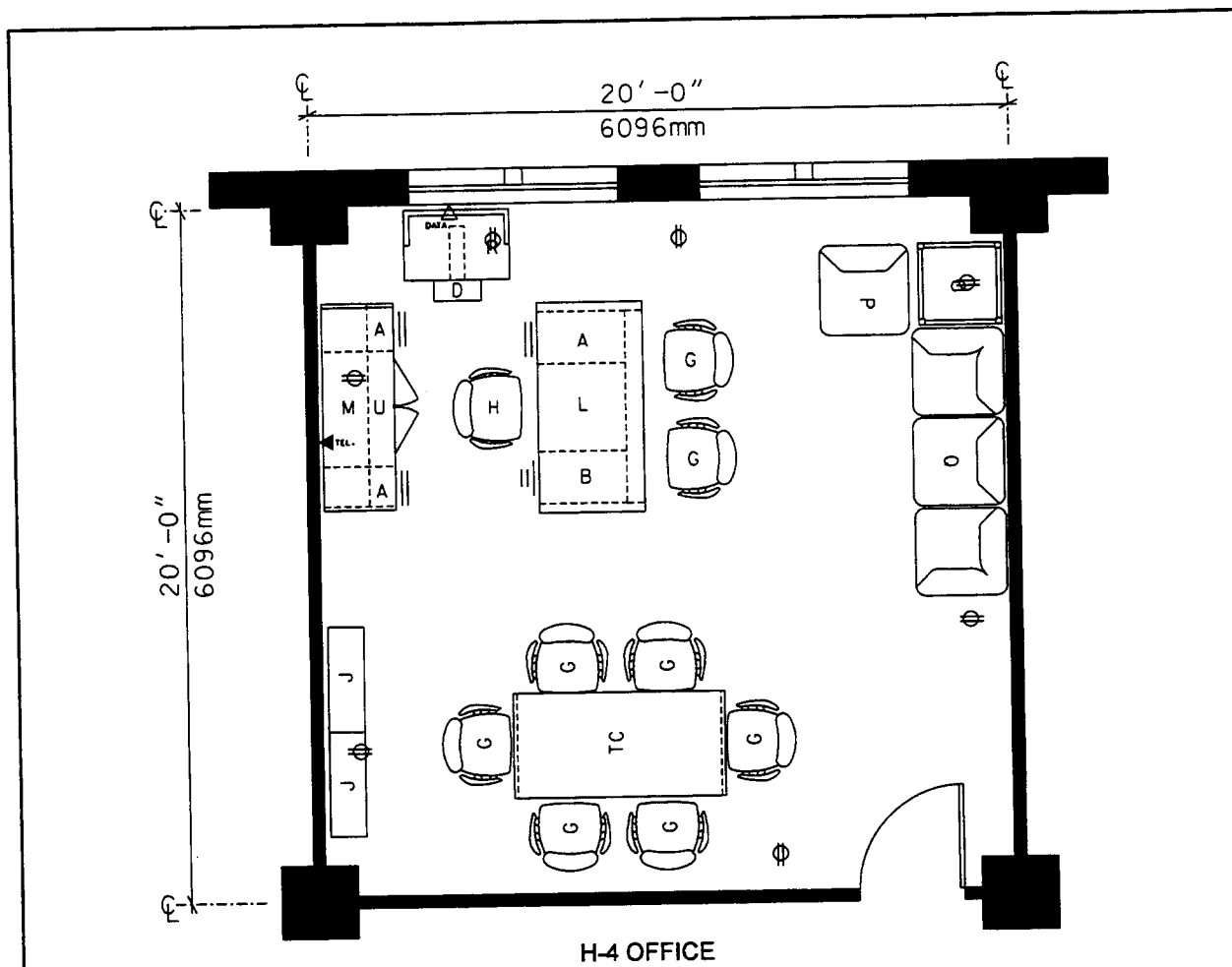
#### FURNITURE LEGEND

- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- CT. 22dx48w COFFEE TABLE
- D. ARTICULATING KEYBOARD TRAY
- E. 24dx42w BRIDGE
- G. GUEST CHAIR
- H. DESK CHAIR
- K. 24dx90w UNIT CREDENZA
- L. 36dx72w MODULAR UNIT DESK
- O. 28dx28w CORNER TABLE
- P. LOUNGE CHAIRS
- Q. THREE SEAT SOFA
- TC 36dx66w CONFERENCE TABLE
- Φ DUPLEX OUTLET, WALL MOUNTED
- TELEPHONE OUTLET, WALL MOUNTED
- DATA OUTLET, WALL MOUNTED

#### H-3 OFFICE

400 NET SQUARE FEET  
171 SQUARE FEET (CIRCULATION)  
571 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY
<b>PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS</b>			
DRAWING NUMBER H-3		PLANE	
SCALE: 3/8" = 1'-0"		DATE:	
0' 1' 2' 4'		PAGE NUMBER	



H-4 OFFICE

FURNITURE LEGEND

- A. PEDESTAL-FILE/FILE
- B. PEDESTAL -BOX/BOX/FILE W/PENCIL TRAY
- D. ARTICULATING KEYBOARD TRAY
- G. GUEST CHAIR
- H. DESK CHAIR
- J. 12dx36w BOOKCASE 4 HIGH
- L. 36dx72w DESK, DOUBLE PED.
- M. 72w MODULAR OVERHEAD UNIT
- O. 28dx28w CORNER TABLE
- P. LOUNGE CHAIRS
- Q. THREE SEAT SOFA
- R. 30dx42w COMPUTER TABLE
- TC 36dx66w CONFERENCE TABLE
- U. 24dx72w CREDENZA
- ⊕ DUPLEX OUTLET, WALL MOUNTED
- ⊕ TELEPHONE OUTLET WALL MOUNTED
- ⊕ DATA OUTLET, WALL MOUNTED

H-1 OFFICE

400 NET SQUARE FEET  
171 SQUARE FEET (CIRCULATION)  
571 OCCUPIABLE SQUARE FEET

REV	DATE	DESCRIPTION	BY

PENTAGON RENOVATION PROGRAM SPACE ALLOCATION STANDARDS	
GROUPING NUMBER H-1	PLANE
SCALE: 3/8" = 1'-0" (3mm = 1m)	SHEET NO.
0' 1' 2' 4'	PAGE NUMBER

# Typical Workstation and Private Office Furniture

Office Space Type	Open/Enclosed	Systems		Seating						Wood Casegoods								Workstation/Office Accessories							
		Workstation	Universal keyboard tray	Task, mid-back	Task, high-back	Executive, high-back, leather	Guest, stack, upholstered, mtl frame	Guest, wood	Lounge chair and/or Sofa	Executive "L" Desk	Desk and Credenza or Executive "U" Desk	Universal keyboard tray	Hutch	Bookcase	File, lateral	Table, Occasional	Table, conference, small	Waste Receptical, small	Waste Receptical, large	Recycle bin, small	Recycle bin, large	Work tool accessory packages	Clock, battery, wall mounted	Coat rack, freestanding	Computer accessories, universal
Standard Level																									
Open Office Work Area	O																		▲		▲		▲	▲	
Ax Workstation	O	●	●	●														▲		▲		▲			▲
Bx Workstation	O	●	●	●														▲		▲		▲			▲
Cx Workstation	O	●	●	●			▲											▲		▲		▲			▲
Ex Workstation	O	●	●	●			▲											▲		▲		▲			▲
E Office	E	●	●	●			▲											▲		▲		▲			▲
Mid Level																									
F Office (adjacent to Open Office)	E		▲		▲					▲	▲		▲	▲	▲			▲		▲		▲			
Administrative Support	O	●	●	●					▲		▲		▲	▲				▲		▲		▲	▲		▲
Executive Level																									
F Office (in Executive Suite)	E		▲							▲	▲		▲	▲	▲										▲
G Office	E		▲							▲	▲	▲	▲	▲	▲	▲		▲		▲		▲			
Administrative Support	O	▲	▲	▲					▲		▲	▲	▲	▲				▲		▲		▲	▲		▲
Senior Executive Level																									
H Office	E		▲							▲	▲	▲	▲	▲	▲	▲		▲		▲		▲			
Administrative Support	O	▲	▲	▲					▲		▲	▲	▲	▲				▲		▲		▲	▲		▲

## Legend:

● = standard with no cost to the tenant.

▲ = options with cost to the tenant, reference Pentagon Furniture Selection Guide, dated April 15, 1999.



## Typical Conference and Reception Furniture

Office Space Type	Open/Enclosed	Tables						Conference Seating				Guest Seating			Conference Room Accessories												
		Stationary P.Lam/PVC edge/Mtl base	Folding P.Lam/PVC edge/Mtl base	P. lam/ wire mgmt /modesty (folding opt)	Wood veneer/wd edge /mtl base/wire mgmt	Wood veneer/wood edge/wood base	Occasional, p.lam, drum style	Occasional, wood	Task, swivel tilt	Conf, mid-back, swivel tilt w/loop arms	Exec conf., mid-back, S/T, wood arms/base	Stack, high density, non-upholstered	Stack, upholstered, metal frame	Wood frame w/ arms, upholstered-stack opt.	Lounge chair and/or sofa	Credenza, storage, P. lam/metal	Lectern, P.lam, metal	TV/VCR cart, P.lam/metal	Mobile PC Cart, P. lam/metal	Easel, metal	White Board Wall mount (tack option)	White Board System	Credenza, storage, wood	Lectern, wood	TV/VCR, wood	PC Cart, wood	Visual Board, wood
Standard Level																											
Open Office Work Area	O	●											▲								▲						
Reception/Waiting	O												▲														
Conference Room	E	▲	▲	▲					▲			▲	▲			▲	▲	▲	▲	▲	▲						
Training Room, General	E	▲	▲						▲			▲	▲			▲	▲	▲	▲	▲	▲						
Training Room, Computer	E			▲					▲			▲				▲	▲	▲	▲	▲	▲						
Support Space, i.e. Filing, Copy/Equipment, etc.	E	▲																									
Mid Level																											
Reception/Waiting	O												▲														
Conference Room	E				▲					▲			▲	▲								▲	▲	▲	▲	▲	
Executive/Sr. Executive Level																											
Reception/Waiting	O													▲	▲												
Conference Room	E					▲				▲				▲									▲	▲	▲	▲	▲

**Legend:**

● = standard with no cost to the tenant.

■ = options with no cost to the tenant.

▲ = options with cost to the tenant, reference Pentagon Furniture Selection Guide dated April 15, 1999.

Typical Office Furniture

Support Space Type	Open/Enclosed	Metal Storage				Specialty Storage					High Density Filing*			Specialty Furniture			General Office Accessories				
		Bookcase	File, lateral	Wardrobe	Storage cabinet	File, vertical	File, secure	File, fireproof	File, flat	Shelving, metal, adjustable	Shelving, wood, adjustable	Mobile units, mech. or power assist	Rotary Files	Vert Retrieval Units	Mail sorters, mail carts	Library furniture	Utility carts	Waste Receptical, large	Recycle bin, large	Clock, battery, wall mount	Coat rack, freestanding
Standard Level																					
Open Office Work Area	O	●	●	●	●	▲	▲	▲	▲	●		▲	▲	▲	▲		▲	▲	▲	▲	
Support Space, i.e. Filing, Copy/Equipment, etc.	E	●	●	●	●	▲	▲	▲	▲	●		▲	▲	▲	▲		▲	▲	▲		
Mid Level																					
Support Space, i.e. Pantry, Storage, etc.	E	●	●	●	●	▲	▲	▲	▲	●		▲	▲	▲	▲		▲	▲	▲		
Executive/Sr. Executive Level																					
Library	E										▲					●		▲	▲	▲	▲
Support Space, i.e. Pantry, Storage, etc.	E	●	●	●	●	▲	▲	▲	▲	●		▲	▲	▲	▲		▲	▲	▲		

Legend:

- = standard with no cost to the tenant.
- ▲ = options with cost to the tenant, reference Pentaagon Furniture Selection Guide, dated April 15, 1999.

Note: \*If a tenant elects to purchase new high density filing units, PRO will credit the tenant the delta between the disposal cost and the cost for relocation of their existing units.

## Visual Sample

### Description:

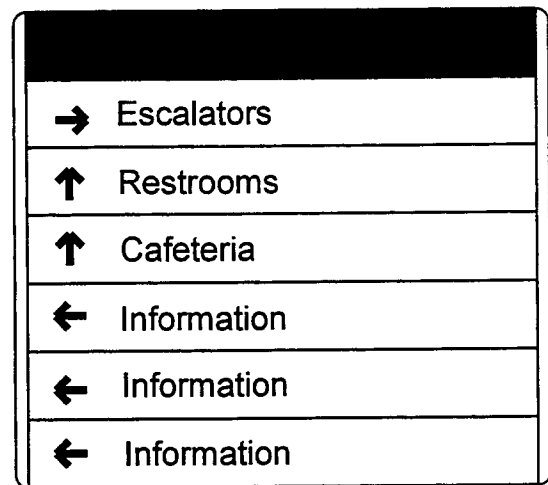
Standard Series sign:  
A-G - ABS Insert  
H - Round corner tamper resistant end cap (RC) Typ.

### Usage:

Primary Directional sign

### Programming:

Line 1-6 - For directional arrows and area names



## Fabrication

### Size:

Sign (without end caps) -  
A-G - 2"H x 15"W  
H - 14"H (Typ.)

### Layout:

Line 1-6 - 3/4" copy, left justified

### Colors:

A - Medium Grey (S-MG)  
B-G - Light Neutral (S-LN)  
H - Light Neutral (S-LN) Typ.  
Line 1-6 - Duranodic #220-69

### Copy:

Fonts - Lines 1-6 Helvetica Medium (HMC)  
Method - Lines 1-6 - surface applied (vnl)

